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**TITLE: SALARY ADMINISTRATION POLICY**  
**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04530-01**

**NEW AMENDED POLICY**

**APPROVAL DATE:** \_\_\_\_\_

**CAO Signature:** \_\_\_\_\_

## **PURPOSE**

To set out the Policy of the Town of Amherst for salary administration for all non-union employees.

## **POLICY STATEMENT**

The Town of Amherst will ensure the fair and equitable compensation of all non-union employees in relation to the duties of the position within the Town.

## **OBJECTIVES**

1. To promote salary equity in the Town's non-union sector.
2. To establish a framework and procedure to determine categories of compensation for new positions.

## **DEFINITION OF TERMS**

**Salary Grid** - shows all the salary scales applicable to positions within the Town. The salary grids are contained in Appendices A, A-1, B, C-1. The salary grid – Appendix C-1- has eight steps.

**Step Adjustment** – a move from one step, within a given salary range, to another (usually the next step) for individual employees is based on a satisfactory performance evaluation.

**Salary Range** - is defined as a range of pay for a category of duties, with a minimum and maximum. The range will be established by Council after considering the recommendation of the CAO.

**Overall Market Review** – A review of the appropriateness of the Job Category Listing (Appendix C) and the Salary Grid (Appendix C-1). The review shall include a survey of the market value of similar positions.

**Performance Evaluation** – A formal evaluation of the employee's job performance. All employees will receive at least one Performance Evaluation in each year of service.

## **SALARY GRID:**

An appropriate salary grid for all non-union positions shall be determined by the council:

**New Positions:** Recommendations for placement on the Job Category Listing shall be prepared by the Chief Administrative Officer and forwarded to Council for approval.

**TITLE: SALARY ADMINISTRATION POLICY**  
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~~Salary ratings for temporary and casual positions shall be determined by the Chief Administrative Officer, in consultation with the departmental Director.~~

~~Student wage rates shall be set by the CAO in consultation with the Director, with reference to the minimum wage in effect and the individual requirements of the job.~~

### **STEP ADJUSTMENTS**

Step adjustments shall be made only when:

1. The adjustment can be accommodated within the Salary Account of the appropriate department; and
2. A current Performance Evaluation form is on file.

Upon completion of a satisfactory annual evaluation, the employee may be moved to the next step on the salary grid within his or her category. All step movements must be approved by the CAO.

An employee in Step 8 in a year in which there is no overall market review shall receive a bonus equal to salary times CPI for the immediately preceding calendar year. This amount will be separate and not added to the base salary.

The CAO may, on the recommendation of the Director, authorize a movement of up to 3 steps in one year to recognize exceptional performance. In normal circumstances employees would move one step each year upon a satisfactory performance evaluation.

### **TRAVEL VEHICLE ALLOWANCES:**

~~The Treasurer and Directors, Mayor, and Council and Directors of departments shall receive a monthly vehicle allowance of \$150.00. Mayor and Council shall receive the same monthly vehicle allowance of \$150.00 effective November 1, 2008.~~

The monthly vehicle allowance is for reimbursement for all local travel using one's personal motor vehicle for travel within the boundary of the Town of Amherst. Travel outside the boundary is covered under Policy #03000-01. The monthly vehicle allowance shall be reviewed each year after considering any changes in the cost of operating a motor vehicle.

### **LUNCH BREAKS:**

The lunch break period shall be for a one-hour period.

### **PERFORMANCE EVALUATION:**

Performance appraisals shall be conducted by the Chief Administrative Officer/Director at the completion of the probation period, and at least annually thereafter recorded on Performance Evaluation forms.

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**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04530-01**

---

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The Chief Administrative Officer/Director shall discuss the employee's performance evaluation in detail with the employee, in accordance with the employee evaluation system and standardized forms.

**SCOPE OF RESPONSIBILITY:**

The Town Council shall:

1. Authorize changes to the policies comprising the program of employee compensation.
2. Review and approve salary categories for all established positions within the Town.
3. Review and consider for approval the recommendations of the CAO in regard to the appropriateness of the salary classifications and ranges from time to time if necessary.

The Chief Administrative Officer shall:

1. Review and recommend changes to policy and procedures as they relate to the employee compensation program.
2. Ensure the maintenance of the salary rating and performance appraisal procedures.
3. Conduct salary rating and performance evaluation procedures relative to Director positions.
4. Monitor salary surveys and make recommendations to Council concerning market conditions as appropriate with an overall market review to be completed every three (3) years, or as directed by Council.
5. Grant step and/or merit adjustments to individual employees in accordance with approved policies and procedures and subject to budgeting limitations.
6. Maintain all personnel files and records.
7. Determine salary ratings for temporary and casual positions.

The Director Shall:

1. Conduct performance evaluation procedures relative to the positions and employees within their respective departments, and make appropriate recommendations to the Chief Administrative Officer.
2. Make recommendations to the Chief Administrative Officer regarding step adjustments for employees within their departments.

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**POLICY NO: 04530-01**

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**APPENDIX A**

**Town of Amherst**

Salary Grid

January 1, 2019

Job Level	Salary Amount	
Mayor	Stipend	\$41,178.00
Deputy Mayor	Stipend	\$27,723.00
Councilor	Stipend	\$25,050.00

**APPENDIX A-1**

April 1, 2022

Salary Grid  
Other Non-Union Positions

Job Level
Chief of Police
Deputy Chief of Police

\*\*Effective April 1, 2018 the Chief of Police and Deputy Chief of Police salaries will be calculated on April 1<sup>st</sup> of each year as being 141% and 129% of the first-class constable rates.

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**APPENDIX B**

April 1, 2023

**Town of Amherst**

Hourly Rate Grid – Casual

<b>Job Title</b>	<b>Hourly Rate</b>				
	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Casual Firefighter</b>	<b>17.27</b>	17.55	17.86	18.17	18.46
<b>Jail Guards</b>	<b>17.27</b>	17.55	17.86	18.17	18.46
<b>Canine Control Officer</b>	<b>14.63</b>	15.12	15.62	16.12	16.70
<b>School Crossing Guards</b>	<b>14.63</b>	15.12	15.62	16.12	16.70
<b>Ice Marshall</b>	<b>14.57</b>	15.03	15.54	16.04	16.61

**Other (including students)** Provincial Minimum Wage

**APPENDIX C JOB CATEGORIES**

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**SECTION: HUMAN RESOURCE MANAGEMENT**  
**POLICY NO: 04530-01**

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Category	Position
8	Director, Community Living
	Director, Communications and Information Technology
	Director, Finance
	Director, Fire Services
	Director, HR & Customer Services
	Director, Operations
	Director, Planning and Strategic Initiatives
7	Engineering Technologist
	Public Works Foreman
6	Building Official
	Business Development Officer
	Community Well-Being Manager
	Engineering Technician
	Facility Manager
	IT Manager
	Land Use Planner
	Municipal Clerk
	Parks & Recreation Foreman
Solid Waste Education and Coordination Officer	
5	Exec Asst/Dispatch Coordinator
	Fire Inspector
4	Accounting Clerk/Accounts Payable
	Corporate Communications Officer (CCO)
	Dangerous and Unightly Premises Administrator
	Fire Fighter
	HR Administrator
	Procurement Coordinator
	Revenue Officer
3	Active Living Coordinator
	Administrative Assistant – Clerk’s Office
	Bylaw Enforcement Officer
	Cashier/Customer Service
	Crime Prevention Coordinator (2-year term)
	Culture, Community Events & Marketing Coordinator
	Dispatcher
	IT Coordinator
Water/Sewer Billing Clerk	
2	Criminal Records Checks
1	Vacant

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September 28, 2022

Level	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>8</b>	87,814	89,656	91,502	93,346	95,189	97,034	98,878	100,722
<b>7</b>	72,585	73,652	74,719	75,786	76,854	77,921	78,988	80,055
<b>6</b>	60,481	62,314	64,148	65,981	67,814	69,647	71,481	73,314
<b>5</b>	53,620	55,078	56,535	57,992	59,449	60,906	62,363	63,820
<b>4</b>	52,037	53,357	54,676	55,996	57,315	58,635	59,954	61,273
<b>3</b>	43,753	45,519	47,285	49,051	50,816	52,582	54,349	56,114
<b>2</b>	40,247	41,252	42,256	43,260	44,264	45,269	46,272	47,277
<b>1</b>	37,566	38,452	39,339	40,226	41,112	41,999	42,886	43,772

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
<b>Chief Administrative Officer</b>	As indicated under “Scope of Responsibility”
<b>Directors and Managers</b>	As indicated under “Scope of Responsibility”

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<ol style="list-style-type: none"> <li>NS minimum wage updates;</li> <li>Position name changes: Municipal Clerk, Dir. Corp. Communications + Info Technology, removal of GIS Coordinator, addition of Engineering Technician</li> </ol>	Crossman: Director, HR and Customer Services	Council	

MINUTES REFERENCE DATE

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December 12, 2000  
December 18, 2006  
September 29, 2008  
April 26, 2010  
May 23, 2012  
September 23, 2013  
May 21, 2015  
May 23, 2017  
February 26, 2018  
June 7, 2021

November 2, 2004 (See April 26, 2004 Minutes)  
February 26, 2007  
March 30, 2009  
March 28, 2011  
November 26, 2012  
October 28, 2013  
March 29, 2016  
June 26, 2017  
March 14, 2018  
October 5, 2021

March 31, 2008  
September 28, 2009  
August 2, 2011  
December 17, 2012  
December 16, 2013  
May 25, 2016  
September 25, 2017  
February 28, 2019  
November 29, 2021

November 27, 2006  
July 16, 2008  
March 29, 2010  
January 30, 2012  
May 1, 2013  
April 30, 2014  
September 2, 2016  
December 18, 2017  
September 28, 2020  
September 28, 2022