

Hastings Highlands Public Library

Area: Human Resources
Policy Title: Compensation
Policy Number: HR-05

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Last Review:
Year of next review: 2023

The library board provides competitive compensation by establishing job classes and setting wage rates and ranges of pay for those job classes. This begins with compliance with pay equity legislation, and ongoing review of market competitiveness to ensure that the library has the capacity to recruit qualified employees by offering competitive salaries.

Section1: Pay Equity Legislation

1. The library board has a pay equity plan, which follows Ontario's Pay Equity Act.
2. The library board follows current pay equity legislation to score all jobs and place them into appropriate job classes.
3. Jobs are evaluated using a method that is compatible with pay equity legislation. For each job, the analysis covers:

Factors	Sub-factors
Skill	Formal education and experience
Responsibility	Freedom to act, complexity and consequences of error
Effort	Contacts, supervision, leadership, physical demands and sensory demands
Working Conditions	Disagreeable conditions

4. The library board will maintain the pay equity plan on an on-going basis, as new positions are created or positions altered, with significant changes to job responsibilities for an employee. A complete review of the pay equity plan will be completed once every five years.

Section 2: Salary Reviews


1. All wage rates and ranges for job classes will be reviewed and updated every three years to ensure market competitiveness with other libraries.
2. All wage rates and ranges will be reviewed annually and adjusted in accordance with the Municipality of Hastings Highlands.

Section 3: Merit Increases

1. An employee may receive a merit increase of one step in the salary range for his or her job class following a satisfactory annual performance review (as outlined in HR-6), and a recommendation by his or her manager.
2. An employee's date of hire becomes his/her anniversary date. Anniversary dates are used to determine timing for merit increases.

Section 4: Benefits

1. The library board contributes to the following legislated insurance plans for all full-time and part-time employees:
 - a) Workplace Safety and Insurance
 - b) Employment Insurance
 - c) Canada Pension Plan
2. The library offers the municipality's group insurance coverage with premiums to be shared by the employees as applicable:
 - a) accidental death and dismemberment
 - b) dependent life insurance
 - c) extended health care insurance,
 - d) dental coverage
 - e) life insurance
 - f) long term disability
3. To assist employees in preparing for a secure retirement, senior management employees may contribute to the Ontario Municipal Employees Retirement System (OMERS).

 Editor's Notes

All libraries regardless of size must comply with the **Pay Equity Act** which covers both full-time and part-time workers. For the purposes of pay equity, many libraries are included in the job evaluation process of municipal employees. That is, at some point in time, for the employees of specific libraries, the Pay Equity Hearing Tribunal arrived at the determination that, for the purposes of Pay Equity, the municipality is the employer. As a result, the job classifications and salary grid are tied to those of the municipality. This relationship exists for pay equity purposes only.

In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 15(1) *A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.* In addition, Section 22 of the **Act** gives boards authority to provide employee benefits including pensions and sick leave credits.

Related Documents:

Pay Equity Act. R.S.O. 1990, Chapter p. 7