



Section of Policy Manual: Personnel	Policy No. : PER-09
Subject: Compensation and Benefits	Policy Approval Date: September 2019
Year of next review: September 2023	Last Review/Revision Date:

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.*

The Corporation of the Town of Gravenhurst provides competitive compensation by establishing job classes and setting wage rates and ranges of pay for those job classes on behalf of the Library Board. This begins with compliance with pay equity legislation and ongoing review of market competitiveness to ensure that the Library Board has the capacity to recruit qualified employees by offering competitive salaries.

Section 1: Pay Equity Legislation

1. The Corporation of the Town of Gravenhurst has a pay equity plan which follows Ontario’s **Pay Equity Act** R.S.O. 1990, Chapter p. 7.
2. On behalf of the Library Board, the Corporation of the Town of Gravenhurst 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. On behalf of the Library Board, the Corporation of the Town of Gravenhurst 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 Library pay equity plan will be completed in conjunction with the Town's pay equity review for its job classes.

Section 2: Salary/Pay Grid

1. The Corporation of the Town of Gravenhurst has a salary/pay grid which covers every job class and all progression steps within the job class.
2. The Library Board reviews the salary/pay grid for Library staff on an annual basis with a view to possible cost of living adjustments (also known as annual economic adjustments).
3. While maintaining the overall structure of the job classes, the Corporation of the Town of Gravenhurst reviews the Library pay grid with a view to ensuring that the overall wages remain competitive within the market.

Section 3: Step Increases

1. While the salary/pay grid provides a framework for compensation by defining the internal structure hierarchy and placing each job on the appropriate grade as determined by the job evaluation process, there are five (5) steps within each pay grade, moving from the minimum (or probationary) to a maximum amount (or job rate).
2. The starting salary for new employees will normally be at the minimum of the salary range for the designated pay grade. There may be circumstances in which a candidate is highly experienced and would quickly become fully competent; brings advanced credentials not required for the position, but which the CEO/Chief Librarian deems will benefit the organization; or where market pressures may necessitate hiring at a higher step. These circumstances must be discussed and agreed upon between the CEO/Chief Librarian and the candidate.
3. All new employees are subject to a six (6) month probationary review. The CEO/Chief Librarian or designate will complete a formal probationary review with the employee, prior to the end of the probationary period. If the probationary review is successful, the new employee is designated permanent.
4. Once an employee has successfully completed six (6) months, the employee will move to the next step within their designated pay grade.



Section 4: Reclassification or Change of Position

1. A person who has been employed at the Library, and who changes their job to a higher pay level, will not necessarily start at Step 1 in their new pay level.
2. In the event that an existing position has undergone significant and/or material changes, an employee may request review and consideration in consultation with the CEO/Chief Librarian to determine if the magnitude of changes warrants a re-evaluation, in accordance with job evaluation standards.
3. An employee whose job is reclassified to a higher pay grade will be placed in the new grade at a level which is no less than their current salary. Any increase will be effective the date the job evaluation is finalized. Any salary change resulting from an organizational restructuring will be effective on the date the organizational changes take effect.
4. An employee, whose job is reclassified to a lower pay grade, will have their salary maintained if their salary is higher than the maximum rate of the position in the lower pay grade. The position will not be affected by cost-of-living adjustments applied to the salary/pay grid until such time as the position and salary level match.

Section 5: 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. All new employees who have successfully completed a six (6) month probationary review have the option at any time to enroll in the Corporation of the Town



of Gravenhurst group insurance coverage, offered through the Library, which includes:

- a. accidental death and dismemberment
 - b. dependent life insurance
 - c. extended health care insurance with dental coverage
 - d. life insurance
 - e. short term and long term disability
3. To assist employees in preparing for a secure retirement, the Library Board co-contributes with permanent full-time employees to the Ontario Municipal Employees Retirement System (OMERS). Immediate enrollment in OMERS is mandatory upon employment for all new full time employees. All other employees are eligible to voluntarily join OMERS should they meet the eligibility requirements.

Related Documents:

Public Libraries Act, R.S.O. 1990, c. P44, s. 15(1)

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

Gravenhurst Public Library Salary Chart (Appendix A and B)

OMERS Defined Benefit Pension Plan – www.omers.com