

## Carlow/Mayo Public Library



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Policy Type:	<b>Human Resources</b>	Policy Number:	<b>HR -05</b>
Policy Title:	<b>Compensation</b>	Last Approval Date:	<b>Mar.2,2017</b>
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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 library 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 has a Pay Equity Plan, which follows Ontario Pay Equity legislation.
2. The library 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:

<b>Factors</b>	<b>Sub-factors</b>
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 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 individual. 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 at a minimum of once every three years to ensure market competitiveness with other libraries.
2. All wage rates and ranges will be reviewed annually to adjust for increases in cost of living.

**Section 3: Merit Increases**

1. Following a satisfactory annual performance review (as outlined in HR-6), and depending on the recommendation in the performance review, staff members may receive merit increases of one step in the salary range for their job classes.
2. A staff member'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 contributes to the following legislated insurance plans for all full-time and part-time staff:
  - a) Workplace Safety and Insurance
  - b) Employment Insurance
  - c) Canada Pension Plan