

Compensation Policy

February 2017

POLICY:

It is the objective of CRC to establish fair and equitable remuneration for employees based on work being performed and the salaries paid by comparable agencies and organizations.

PROCEDURE:

The Personnel Committee may recommend any change in salary schedules or pay rates for approval of the Board.

Change to salary schedules and pay rates are generally established during budget deliberations and made effective in whole or in part at any time during the year as approved by the Board of Directors.

When salary schedules are altered, consideration is given to adjustments for comparable positions in similar organizations.

Adjustments to remuneration will be communicated to staff in writing by the Executive Director or designate.

Issues of seniority, merit, increase of responsibility, job reclassification and cost of living must be considered in development of all pay scales. A salary grid will be established for all positions.

Regular pay cheques will be issued on a bi-weekly basis. Time sheets must be submitted by the first work day of the pay week, per the Timesheet procedure.