

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 3.01.ON
Section:	Pay and Performance	Issued:	Nov. 15, 2019
Subject:	PAY PRINCIPLES	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	HR-02
Issued by:	Community Resource Centre	Dated:	Feb 2017

1 POLICY

1.01 The **Community Resource Centre** believes in paying employees for consistent and sustained competency in the performance of their jobs. We strive to:

- pay wages that are competitive with wages paid by other comparable employers (same community, similar industry, size, revenue, etc.), for jobs of equivalent responsibility, in the communities where we compete;
- pay employees in jobs of comparable value on an equitable basis; and

2 PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to establish the principles related to the payment of wages and to ensure these principles are applied consistently throughout the **Community Resource Centre**.

3 SCOPE

3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

4.01 Each supervisor is responsible for ensuring the principles outlined herein are consistently applied to their direct reports.

4.02 The **Executive Director** is responsible for approving job classifications, range structures, wages, and pay increases for each employee.

5 DEFINITIONS

5.01 “**Wages**” means monetary remuneration paid to employees under a contract of employment and includes base pay, bonuses, incentives, premiums and/or allowances that relate to hours, production, or efficiency. Wages do not include tips, gratuities, discretionary gifts or bonuses that are unrelated to hours, production or efficiency, travelling allowances or expenses, or contributions made by the **Community Resource Centre** to a fund or benefit plan.

6 REFERENCES AND RELATED STATEMENTS of POLICY and PROCEDURE

Ontario Employment Standards Act.
 Ontario *Pay Equity Act* (Where Appropriate)
 SPP HR 3.03.ON — Pay Administration.
 SPP HR 3.04.ON — Job Performance Review

7 PROCEDURE

7.01 Each job shall be evaluated using a consistent and approved Job Evaluation process. Job Evaluations shall be reviewed at least once every three (3) years to ensure that each

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evaluation accurately reflects the duties and responsibilities assigned to the job.

- 7.02 External wage comparisons shall be made as necessary but at least once every three (3) years. Proper wage survey techniques shall be used for this purpose. Surveys may be initiated by the **Community Resource Centre** or survey data from external, reputable organizations may be used to determine competitive wages for jobs of comparable responsibilities in similar industries in the communities similar to where we operate.
- 7.03 Pay range structures shall be established by the **Executive Director** and reviewed annually in order to remain competitive with estimated wage changes in the external market.