

COMMUNICATION 132055

Received from Trisa McConkey, CPA, CGA, Treasurer
Addressed to Committee of the Whole
Date April 27, 2021
Topic Salary Administration Policy

SUMMARY

The attached draft Salary Administration Policy was developed as part of the recent Pay/Internal Equity project. Pesce and Associates provided a draft policy that formalizes current human resource best practices and industry standards. The draft policy was subsequently reviewed by Management to ensure that it appropriately reflects the needs of Carleton Place.

The purpose of this policy is to detail how the Town's compensation program is managed and how salaries will be administered. It also ensures that the Town's practices adhere to the legislative requirements under the Pay Equity Act and can be maintained into the future.

This policy replaces Section 3(g) of the Town's current Human Resources Manual.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the attached draft Salary Administration Policy.

STAFF RECOMMENDATION

THAT the Salary Administration Policy be approved in accordance with the Treasurer's Report dated April 13, 2021.