

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT	
<b>BOARD OF HEALTH MANUAL</b>	
Title/Subject: Non-Union Compensation	Original Date: November 29, 1989
Policy/Procedure Number: V-85-0	Revision Date: May 21, 2020
Approved by: Board of Health	Reviewed Date: May 21, 2020
Signature: Original Signed	
Reference:	

Policy:

- A. Non-Union employees will be compensated based on:
  - i. The ability to pay
  - ii. The competitive market positioning for the job being performed
  - iii. Applicable collective bargaining settlements.
- B. The value of our total compensation package (base pay + benefits/pension + incentives where applicable) will be competitive with the various labour markets and aligned with our recruitment and retention strategy.
- C. Employees will be informed about the principles and processes used in determining their total compensation package.
- D. Consideration will be given to the average salary paid and where we are in relation to the average. The value of the role, contribution (performance), skills and qualifications required, responsibility and authority are all considered.

Procedure:

- The Finance, Audit, Property, and Risk Management Committee is notified by the MOH/CEO about an audit of salaries for all non-union positions, and the Committee reviews the planned methodology.
- Human Resources conducts an audit every 3 to 5 years of salaries for all non-union positions. The comparators could be in:
  - Eastern Ontario and similar sized Ontario rural/small urban public health units;
  - Upper and lower tier municipalities in Leeds, Grenville and Lanark;
  - Other public sector agencies or private sector comparators in the geographical area.
- The Medical Officer of Health/CEO and Human Resources analyse the data and recommend an appropriate salary grid for each non-union position type.
- The Finance, Audit, Property and Risk Management Committee reviews and approves the MOH/CEO recommendations for the proposed salary grids for each non-union position to the Board of Health.
- The Board of Health reviews and approves the Committees recommendations.
- The MOH/CEO provides the recommended salary grids to Human Resources for processing