

HUM-001-034

Strathcona County  
Municipal Policy Handbook

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## Employee Compensation

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**Date of Approval by Council:** 07/12/2011**Resolution No:** 515/2011**Lead Role:** Chief Commissioner**Replaces:** N/A**Last Review Date:** July 12, 2011**Next Review Date:** 07/2014**Administrative Responsibility:** Human Resources

### Policy Statement

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As an organization, Strathcona County is committed to the delivery of quality public services with a focus on social, environmental and economic sustainability. The County manages its human and financial resources to meet community needs and priorities (*reference*: Strathcona County Strategic Plan).

To achieve these goals, the County strives to maintain a competitive advantage by attracting and retaining a highly qualified and engaged work force, both now and in the future. In support of this objective the County provides its employees with an effective, competitive and fiscally responsible total employee compensation package.

The County's corporate values of integrity, respect, safety, fairness and cooperation are fundamental to the way staff works at Strathcona County.

As an employer, Strathcona County strives to provide a meaningful corporate wellness program and believes employees share responsibility for personal wellness.

The County supports employees' needs for a flexible work schedule whenever possible and where it does not impact customer service to the community.

### Definitions

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**Pay range:** Refers to the range of pay rates, from minimum to maximum, established for paying for a collection of jobs at the same kind and level of responsibility within a job family.

**Pay rate:** Refers to an employee's base pay.

**Percentile:** A value on a scale of one hundred that indicates the percent of a distribution that is equal to or below it. The 75<sup>th</sup> percentile is the point below which 75 percent of the data falls.

### Guidelines

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The County's total employee compensation package includes competitive pay, employee benefit programs, vacation entitlements and paid leaves. Other elements include: Terms and Conditions of Employment; Employee Development Learning and Growth; Occupational Health and Safety and Employee Wellness programs. County participation in these programs is considered an investment in organizational productivity, employee engagement and enhanced employee attraction and retention.

1. **Employee pay rate:** The County reviews Classified Employee pay ranges annually and strives to set pay for all positions at the 75% percentile of current pay levels of other similar sized Alberta municipalities, other public sectors organizations in Alberta, and the broader public sector in Western Canada.

Pay for unionized employees is established by negotiation with the respective Unions.

Pay ranges are based on a robust job classification process designed to ensure internal equity across all jobs at Strathcona County.

2. **Employee benefits:** Strathcona County provides an attractive package of affordable benefits choices for employees. The County's benefit offerings are intended to provide insurances for the financial consequences of health-related events and to promote over-all good health.

Benefit plan designs endeavor to balance sustainability and affordability while offering a package valued by current and potential employees. As with pay ranges, the County's benefit provisions are competitive with the benefits packages offered by other similar sized Alberta municipalities and other public sector organizations in Alberta.

3. **Terms and Conditions of Employment:** Strathcona County provides a range of other benefits, including annual vacation entitlements, illness leave and special leave, ensuring employees are treated in a fair and equitable manner. These provisions are included in Collective Agreements and the *Handbook of Policies and Benefits for Classified Employees*.
4. **Employee Learning Development and Growth:** Policy HUM-001-014 Staff Learning, Development & Growth addresses the County's commitment to providing a learning and career development environment for all employees that creates opportunities to pursue personal and professional development.
5. **Occupational Health and Safety:** The County provides a Comprehensive Workplace Health program designed to support employee health and safety. The Occupational Health and Safety program is a key part of every employee's daily work life at the County. County employees are responsible for participating in ongoing OHS training and practicing safe work habits on the job at all times. Reference: Policy HUM-001-015 Occupational Health and Safety.
6. **Employee Wellness:** Strathcona County actively supports its employees through an Employee and Family Assistance program and other initiatives designed to support employee health and well being. Reference: Policy HUM-001-004 Comprehensive Workplace Health

Flexible work schedules are supported whenever operationally possible without impacting customer services to the community. The County respects individual employee needs to balance career and personal life priorities.

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## Roles and Responsibilities

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### Executive Team is responsible to:

- Approve practices and programs consistent with the County's intent to provide its employees with an effective, competitive and fiscally responsible total employee compensation package.
- As part of the budget process, make recommendations to Council regarding any general pay increases and adjustments to employee benefit programs.
- Approve changes to the *Handbook of Policies and Benefits for Classified Employees*.

### Human Resources Department is responsible to:

- Develop program recommendations for approval by Executive Team.
- Provide support of ongoing programs and lead implementation of new programs to support an effective, competitive and fiscally responsible total employee compensation package.

### Communications Department is responsible to:

- Help facilitate interactive employee engagement on the Insider (intranet) and via other employee communication vehicles.

### Department Directors are responsible to:

- Provide ongoing input into program development and encourage and support employee participation in the County's programs.