

# Policy

## Employee Total Rewards

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### 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. Strathcona County manages its human and financial resources to meet community needs and priorities as identified in the Strategic Plan.

To achieve these goals, Strathcona County strives to maintain a competitive advantage by attracting, developing and retaining a highly qualified, engaged and inclusive work force, both now and in the future. In support of this objective employees are provided with a competitive and fiscally responsible total rewards package.

### Purpose

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The purpose of this Policy is to provide a framework for Administration to establish and maintain a total rewards package that balances fiscal responsibility with the need to attract and retain a highly qualified, engaged and inclusive workforce to deliver excellent services to the residents of Strathcona County.

Strathcona County views the total rewards package as an investment in organizational productivity, employee engagement and enhanced employee attraction and retention.

### Definitions

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Employee – any person employed by Strathcona County on a permanent, non-permanent, full-time or part-time basis; including all unionized, classified and management staff.

Classified Employee – any non-unionized employee of Strathcona County.

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

Percentile – a value on a scale of one hundred that indicates the percent of a distribution that is equal to or below it.

### Guidelines

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Strathcona County's total rewards package may include opportunities for competitive pay, employee pension and benefits, terms and conditions of employment, employee career development and learning opportunities, employee safety and well-being and rewards and recognition.

The total rewards package is competitive with those offered by other similar sized Alberta municipalities and other public sector organizations in Alberta.

The following guidelines apply to employees of Strathcona County except where employees are members of a bargaining unit and the term, condition, or entitlement is addressed through the collective bargaining process.

1. **Competitive Pay:** Pay ranges for classified positions are established using a classification structure that maintains internal equity across the organization. Strathcona County reviews classified pay ranges regularly and targets pay for all pay grades at the 75th percentile of current pay levels of other similar sized Alberta municipalities and other public sectors organizations in Alberta.

Pay rates for unionized employees are established through the collective bargaining process with the respective Unions.

2. **Employee Benefits:** Strathcona County provides a range of affordable health and retirement benefits for employees. The plan provides a degree of financial stability for employees and their families, while enhancing their current health and well-being. Benefit plan designs endeavor to balance sustainability and affordability while offering a package that is valued by employees.
3. **Terms and Conditions of Employment:** Strathcona County provides a range of other benefits including annual vacation leave entitlements, paid and unpaid leaves and alternative work arrangements that mutually meet the needs of the individual and the organization while maintaining service to the community.
4. **Career Development:** Strathcona County is committed to achieving organizational success by investing in **learning and development opportunities for employees and a comprehensive succession planning framework that includes leadership development**. The County encourages employees to develop their skills and knowledge for application in present and future work, as well as opportunities across the organization.
5. **Employee Safety and Well-being:** Strathcona County is committed to actively supporting the physical and psychological health and social well-being of employees through programs that focus on comprehensive workplace health, safety in the workplace and personal wellness.
6. **Rewards and Recognition:** Employees' service, accomplishments and contributions to the organization and culture are recognized by Strathcona County through informal and formal mechanisms.

## Policy Record

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**Next Review Date:**

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