



County of Wetaskiwin No. 10 Municipal Policy

Department:

Policy No.

12.1 Employee Relations

12.1.5

Title Merit for Non-Union Employees

1. Policy Statement:

- 1.1. Council believes it appropriate that all employees have a clear understanding of what is expected of them, and that their performance is appraised regularly, and the results of the appraisal are reviewed with the employees.
- 1.2. Council recognizes that the purposes of an employee performance planning and appraisal process are to:
 - 1.2.1. establish and maintain high standards of employee conduct;
 - 1.2.2. encourage improved performance;
 - 1.2.3. acknowledge competency;
 - 1.2.4. improve communication between employees and management (and thereby improve morale); and
 - 1.2.5. enable decisions regarding continuing employment (or termination), compensation, and promotion.

2. Responsibilities:

- 2.1 The CAO shall periodically review the pay grids in response to external information.
- 2.2 The supervisor should ensure that the position description is accurate and up to date.
- 2.3 The employee's position description will be used in conjunction with developing the information on expectations.

3. Guidelines - Salary Range

- 3.1 A Salary Range is the dollar value attached to the Pay Grid, expressed terms of a minimum, a series of intervening steps and a maximum dollar amount.
- 3.2 The Minimum (Step 1) of the salary range represents the typical entry or recruitment rate for the jobs in the Pay Grid.
- 3.3 Step 6 of the salary range represents the typical rate which the market pays to fully experienced employees in jobs within the Pay Grid.
- 3.4 Step 7 and/or 8 can be achieved by an employee who consistently demonstrates a high level of achievement in leadership skills, innovative ideas on how to improve the organizations operations, community involvement, and improved personal growth.
- 3.5 Amendments to Salary Grids shall be reported to Council.

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4. Guidelines (Cost of Living Adjustments):

- 4.1 Should an upward market adjustment be deemed necessary and fiscally appropriate, all employees, regardless of length of service, are eligible for a cost of living adjustment, approved by Council.
- 4.2 Where the County believes that the labour market is particularly volatile for specific positions, the market shall be closely monitored.
- 4.3 The effective date of such cost of living adjustments is normally January 1 of each year.

5. Guidelines (Performance Appraisal):

- 5.1 Employee performance shall be appraised formally (i.e. in writing), toward the end of the period of time under review.
- 5.2 The supervisor shall prepare the appraisal and review it with the employee.
- 5.3 An employee performance appraisal shall be prepared:
 - 5.3.1 For a probationary employee, prior to completion of the probationary period.
 - 5.3.2 On termination or retirement of employment (if possible).
 - 5.3.3 When there is a serious performance deficiency.
 - 5.3.4 On an annual basis.

6. Guidelines (Merit Pay Adjustments):

- 6.1 Satisfactory or better than satisfactory performance may be recognized through salary progression of individual employees, based on a formal assessment of their performance.
- 6.2 Merit salary adjustments will normally occur January 1 of each year.
- 6.3 No employee's salary shall exceed the maximum of the Pay Grid to which their position is allocated.
- 6.4 Salary progression for all staff will be completed as follows:
 - 6.4.1 Manager recommends progression
 - 6.4.2 Department Head approves recommendation
 - 6.4.3 CAO makes final decision on progression
- 6.5 The CAO shall report salary progressions to Council annually upon completion of performance appraisals.

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7. Guidelines (Probation Review):

7.1 Service requirements for eligibility for Merit Salary Adjustments in the case of newly appointed employees are as follows:

7.1.1 New employees will be put on a ninety (90) day probation period and will be evaluated prior to the end of the probation period. The letter of offer must have outlined the expectations and conditions during the probationary period.

8. **Definitions:** are created and maintained in the Definition Index.

9. Related Documents:

9.1 Administrative Directive Merit for Non Union Employees

9.2 Incremental Discipline Policy 12.1.6

9.3 Roles and Responsibilities – Council & CAO Policy 11.0.1

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