

POLICY NO. 07/04

POLICY TITLE: Salary Grid and Cost of Living Increases

DATE ADOPTED: July 27, 2004

POLICY PURPOSE:

- a) Amendment to Personnel Policy No. 7/2000 Article 17 - Pay Administration
- b) To provide a stable working environment that encourages and rewards employees for their job performance
- c) To maintain salary levels that are current with the (municipal) market place
- d) To establish a fair, impartial and consistent method of determining the salary of each employee.

POLICY STATEMENT: Personnel Policy No. 7/2000, Article 17 - Pay Administration shall be deleted and replaced with the following:

17.1 A salary grid is hereby established for each employment position.

17.2 Individual employee placement and advancement on the grid shall be determined by the Chief Administrative Officer and shall be based on the following criteria:

- a) work related experience and knowledge
- b) results of annual performance review
- c) recognized further education/training successfully completed
- d) additional job responsibilities
- e) budgetary considerations

17.3 Annual employee performance appraisals will be undertaken in December of each year.

- 17.4 Annually, during the month of January, Council shall consider a cost of living increase.
- 17.5 Pay periods shall be mid-month and month-end. Payments shall be by direct deposit to the employees' individual bank account.

All employees shall receive an itemized statement showing the period worked, gross earnings and all relevant deductions for the pay period in question.

- 17.6 Copies of daily time records shall be kept on file in the Municipal Office.



Mayor



Chief Administrative Officer

TOWN OF BENTLEY

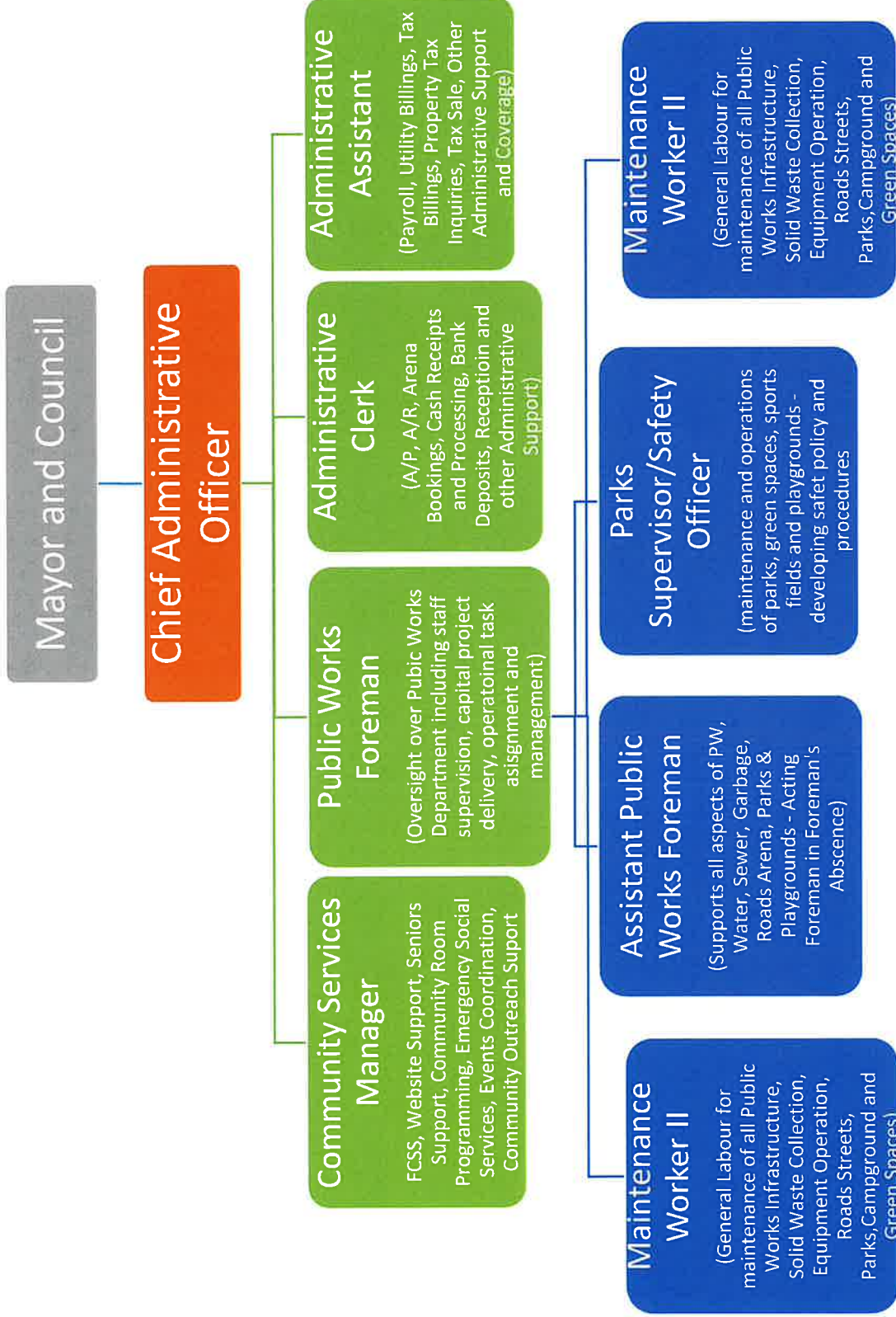
ORGANIZATIONAL CHART – March 3, 2023

Contracted Employees

- Arena Operator Reports to CAO from **(September to April)**
- Campground Caretaker Reports to PW Foreman **(May to September)**

Seasonal Employees

- 2 Summer Students **(Mid May to August)**



FTE Count: 9
Seasonal FTE: 2
Contracted Staff: 2

Consumer Price Index Increases

Town of Bentley - Salary Increases for the 2023 Calendar Year

CPI Increase 6.50%

Position	Hrs Day	Hrs Week	Hrs Year	1		2		3		4		5		6		7		8	
				2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
Chief Administrative Officer 7 hrs per day	7	35 hrs/wk	1820	100,442.08	103,455.30	106,558.98	109,755.73	113,048.01	116,440.07	119,932.13	123,529.80	127,232.58	131,044.50	134,968.58	139,008.12	143,166.12	147,445.60	151,849.63	156,382.21
Administrative Assistant (2020 was 6.5 hrs per day X 4 days per week - changed to 5 days per week for 2021)	6.5	32.5 hrs/wk	1560	51,402.90	52,456.33	53,510.25	54,564.17	55,618.09	56,671.91	57,725.83	58,779.75	59,833.67	60,887.59	61,941.51	62,995.43	64,049.35	65,103.27	66,157.19	67,211.11
Administrative Clerk (This was adjusted originally step was based on 7 hrs per day and hrs were reduced to 6.5 hrs per day)	6.5	26 hrs/wk	1248	36,966.63	38,068.85	39,213.46	40,400.47	41,601.59	42,830.99	44,089.70	45,368.82	46,658.44	47,958.66	49,269.48	50,590.90	51,923.02	53,266.84	54,621.46	55,986.88
Public Works Foreman 8	8	40 hrs/wk	2080	83,319.56	85,817.85	88,391.14	91,042.90	93,774.17	96,587.41	99,485.02	102,468.43	105,528.05	108,665.48	111,882.32	115,180.16	118,560.60	122,025.34	125,576.98	129,217.32
Parks Supervisor/Safety Officer	8	40 hrs/wk	2080	70,876.12	72,995.66	75,192.78	77,441.58	79,768.63	82,171.80	84,627.41	87,166.26	89,768.63	92,406.91	95,082.60	97,798.30	100,545.61	103,326.13	106,142.46	109,006.21
Assistant Public Works Foreman	8	40 hrs/wk	2080	70,876.12	72,995.66	75,192.78	77,441.58	79,768.63	82,171.80	84,627.41	87,166.26	89,768.63	92,406.91	95,082.60	97,798.30	100,545.61	103,326.13	106,142.46	109,006.21
Maintenance Worker III	8	40 hrs/wk	2080	62,216.93	64,103.83	66,016.62	68,006.43	70,049.27	72,142.67	74,313.95	76,532.93	78,792.31	81,092.70	83,434.80	85,819.21	88,247.63	90,719.66	93,236.91	95,799.98
Maintenance Worker II	8	40 hrs/wk	2080	53,421.24	55,082.76	56,757.07	58,443.08	60,174.91	61,984.28	63,845.35	65,758.15	67,664.26	69,614.41	71,609.31	73,649.66	75,736.17	77,869.54	80,050.47	82,280.56
Maintenance Worker I	8	40 hrs/wk	2080	17.95	18.49	19.03	19.62	20.22	20.80	21.42	22.08	22.74	23.41	24.09	24.77	25.46	26.16	26.87	27.59

Seasonal & Part Time (Includes Arena Part Time)

FCSS Program	35 hrs/wk	1820	44,677.44	46,012.82	47,397.64	48,815.46	50,282.72	51,799.45	53,349.14	54,898.84
Casual Labour	May Vary		\$	17.95	\$	30.69				

Public Works Stand-by-Rates

Monday - Friday: outside regular work hours	2023	\$	25.56
Saturday, Sunday: per 24 hour period	2023	\$	63.90
Holidays: as recognized in the Personnel Policy per 24 hour period	2023	\$	76.87

6.50% Cost of Living Increase to Salary Grid
Approved by Bentley Town Council - February 28, 2023

Placement and / or Advancement on the Salary Grid is determined by:
a.) results of performance evaluation
b.) work related experience & knowledge
c.) recognized education/training
d.) additional job responsibilities
e.) budgetary considerations

Mayor Greg Rathjen

CAO Marc Fortais