
COMPENSATION POLICY

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| Title: Compensation Policy | Policy Number: HR-14 |
| Topic: Human Resources Oversight: Library Board | Approved: Apr 8, 2024 Last Revised: n/a Last Review: n/a Next Review: Apr 8, 2027 |

POLICY STATEMENT

The Library prides itself on being a fair and inclusive employer. The compensation policy aligns compensation decisions with our values, mission and goals while being sensitive to financial realities. The Library recognizes employees appropriately, with equal pay for work of equal value.

PURPOSE

This policy articulates the Library's pay and total reward strategies. It is intended to be fair and simple so employees understand the goals and outcomes of compensation. This policy ensures that the library consistently attracts and retains the staff necessary to be successful in achieving its goals, while being sensitive to the Library's financial realities.

DEFINITIONS

"level of responsibility": A position's level of responsibility is based on the level of risk the position manages, and the level of consequence if the individual in the role makes a mistake.

"skill": the complexity of skills required to perform a position at a satisfactory level, the time required to train those skills to a satisfactory level, and how hard it is to replace employees in the position with someone with an equal level of skill.

"qualifications": the library recognizes educational qualifications, including Masters of Library and Information Studies, Library and Information Technology Diplomas, related 2-year diplomas, and related undergraduate degrees.

PROVISIONS

Staff compensation is guided by the following principles:

- We treat all employees in a fair and equitable manner.
- Compensation is based on skills, qualifications, experience, and each position's level of responsibility.
- Compensation decisions will be fiscally responsible and sustainable.
- We strive to attract the right people based on our desired employee attributes and retain them.

- Required qualifications are recognized appropriately, including Master of Library and Information Studies and Library Technician certification.

The Library hires employees who possess a combination of the following attributes:

- Committed to the success of the Library and its goals
- Able to align with the Library’s values of connection, courage, fun, inclusivity, and respect, and uphold the principles of Intellectual Freedom.
- Understand the service-focus of the Library and make decisions with the best interests of library patrons in mind.
- Adaptable to the changing environment, and changes in library services
- Able to manage their own work appropriately for their position

The Library strives to provide compensation that equals or is up to 15% higher than relevant competitors when employees are qualified and performing at a satisfactory level.

The library’s total compensation package includes:

- Salary
- Indirect compensation over what is required by Alberta Employment Standards, including:
 - Wellness Leave as outlined in Policy HR-18 Wellness Leave
 - Vacation Leave or pay as outlined in Policy HR-17 Vacation Leave
 - Group Benefits (Extended Health, Dental, Vision, Accidental Death and Dismemberment, Employee Assistance Plan, Group Basic Life Insurance, Short- and Long-Term Disability Plan, Local Authorities Pension Plan, Health, Wellness and Learning Benefit) as outlined in Policy HR-16, Group Benefits
 - Leaves of Absence as outlined in Policy HR-19, Leaves of Absence
 - Holidays as outlined in Policy HR-15, Holidays
- Non-monetary rewards, including:
 - A flexible workplace that encourages innovation
 - Ongoing training and professional development
 - A community that appreciates the library, and where staff can develop service relationships
 - A workplace that maintains good relationships with the municipality and patrons
 - Free parking
 - Work from home options for some positions

Pay Grid

Every position is assigned a pay level based on qualifications, skill, and the level of responsibility of the position.

The bottom of each pay level is based on recruitment needs. The top of each pay level is based on an assessment of the level of responsibility of the position. Each pay level strives to meet the library’s goal to provide compensation that equals or is 15% higher than relevant competitors.



The Library's goal is to have a pay grid where the number of steps in each pay level is based on the expected time required to master the position. If needed, the Library may implement a longer pay grid to mitigate the impact of a shorter grid on operational budgets.

A combination of experience, successful performance and contribution to the Library's goals is recognized through movement within the pay level assigned to the position as outlined in Policy HR-21 Performance Management.

To ensure the pay grid remains current, changing costs of living will be recognized, within financial limitations, by referring to the [Alberta Inflation Calculator](#), and will be approved yearly by the Board during the operating budget process.

The entire grid will be reviewed every five (5) years or sooner if the Library has difficulty recruiting or retaining staff.

RESPONSIBILITIES

The Director will:

- Maintain procedures to support this policy.
- Ensure all human resource decisions align with this policy.

Employees will:

- Adhere to this policy and related procedures.

Managers will:

- Be responsible for administering compensation in a manner that is consistent and free of discrimination.
- Direct staff to appropriate resources for understanding the total compensation package, including salary grids, and other policies and procedures (e.g., Group Benefits, Vacation, etc.)
- Assist staff with completing administrative procedures related to accessing their total compensation.

The Board will:

- Ensure all governance-level human resources decisions align with this policy.
- Review this policy every 3 years.

LEGISLATIVE AND POLICY AUTHORITIES

- Alberta Employment Standards Code and Regulation

