

COMMUNITY LIVING DURHAM NORTH

SALARY GRIDS

Policy No: C-19 (Human Resources)

Effective Date: July 11, 2008

Rationale:

To provide compensation packages that recognize the fact that employees become increasingly valuable as they gain experience within the organization.

Policy Statement:

Most job classifications will have a starting rate (or a minimum compensation level) and a maximum compensation level. Individuals will begin their employment at the bottom of the “grid” and will progress, as a function of seniority, towards the top of the grid.

In implementing this policy, and in developing a compensation structure for the entire agency, the Executive Director or designate is authorized to determine the precise gradations of the grid, and to exempt specific classifications altogether if the grid system seems, in certain cases, to be inadvisable.

Approved by: _____ Date: _____
for the Board of Directors

COMMUNITY LIVING DURHAM NORTH

SALARY GRIDS

Procedure No: C-19-1

Effective Date: December 10, 2009

Grid Systems for Bargaining Unit Staff

- Grid A determines the rate of pay for the Full Time Support Worker position:

Step 1	Entry Level	96% of Max.
Step 2	Job Rate, after accumulating one full year of seniority.	100% of Max.

- Grid B pertains to the Team Leader position.

Step 1	Entry Level	96% of Max.
Step 2	After accumulating one full year of seniority.	98% of Max.
Step 3	Job Rate, after accumulating two full years of seniority in this role.	100% of Max.

- The position on each grid has, as a benchmark, a maximum salary. The starting rate is a percentage of that maximum figure, and with each year of seniority in the position, the employee's salary moves closer to 100% of maximum.
- Maximum figures (not stated) will increase periodically as a result of negotiations with our employees' bargaining agent or through Pay Equity adjustments (in the case of classifications that have not achieved Pay Equity). Regardless, while the employee's position on the grid may not be about to change, an increase in the maximum figure will produce a rise in salary.
- An employee who has gained one year of full-time or part time experience and is then promoted into a more highly paid position will begin at the Job Rate, in the case of the Support Worker position, or at Step 2 in the case of the Team Leader position. Under no circumstance will a newly promoted Team Leader begin at Step 3.

- In this, Grid B attempts to strike a balance between recognizing (a) years of service with the agency, and (b) the fact that the learning curve definitely begins again when an employee is promoted into this more challenging and responsible position.
- There is no grid system pertaining to Part Time Support Staff or to Full Time Overnight Staff.

Procedure No: C-19-2

Effective Date: Nov. 13, 2008

Grid System for non-unionized Staff

- All non-unionized positions, excepting the Executive Director position, use Grid B, above. The E.D. position is exempt because there is always only a single incumbent that is hired by the Board of Directors. A Board faced with the task of recruiting an Executive Director will negotiate a salary that respects budgetary constraints but is also competitive and commensurate with the candidate's experience and ability.
- Individuals hired into other non-bargaining unit positions may, at the discretion of the Executive Director or designate, be placed at any point along the grid that is commensurate with their experience and ability. Administrative and managerial classifications all have very few incumbents; in several cases there is only a single incumbent. Providing senior staff with the latitude to put new hires into an advanced position along the grid enables them to attract more qualified personnel at minimum economic cost.

Approved by: _____ Date: _____
Executive Director