

<b>Title: ADDITIONAL COMPENSATION FOR NON-UNION MANAGEMENT AND PROFESSIONAL EMPLOYEES</b>		<b>Number: 8027</b>
<b>Reference:</b> Board of Commissioners, April 30, 2003 Board of Commissioners, February 16, 2005 Admin Committee, February 20, 2014	<b>Adopted by City Council:</b> March 3, 2014	<b>Supersedes:</b> May 5, 2003
<b>Prepared by: HUMAN RESOURCES DEPARTMENT</b>		

## STATEMENT

THE CITY OF MEDICINE HAT IS COMMITTED TO FAIRLY COMPENSATING MANAGEMENT AND PROFESSIONAL EMPLOYEES WHO TAKE ON ADDITIONAL RESPONSIBILITY AND/OR ACTING ASSIGNMENTS.

## PURPOSE

1. Total compensation provided to management and professional employees recognizes that some flexibility is required in hours of work and workload as part of routine ongoing responsibilities.
2. In situations where a non-union management and/or professional employee is temporarily assigned to a senior position, or is temporarily assigned additional responsibilities, for a prolonged period, the employee will be provided with additional compensation upon approval of the Chief Administrative Officer, supported by the General Manager of Human Resources.
3. Additional compensation for non-union staff will be reported to Council on an annual basis.

## ROLE OF COUNCIL

1. To receive, review and adopt this policy and any periodic recommended amendments thereto.
2. To receive annual reports on additional compensation for non-union staff.

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## 1. **PROCEDURES**

1.01 Additional compensation will be considered when one of the following applies:

(a) **Acting Assignments:** When a management or professional employee is taken out of his/her position and assigned to act in a position classified in a higher salary range for a prolonged period, the employee will receive a base pay increase to the normal entry point of the higher salary range.

- A prolonged period is generally more than four weeks. If, at the outset, the acting assignment is anticipated to be more than four weeks, the employee will receive additional compensation for the full duration of the acting assignment.
- The normal entry point of the higher salary range will be determined by Human Resources, in consultation with the Commissioner/General Manager, considering, but not limited to, the employee's current salary, the employee's qualifications related to the acting assignment and the salaries of other employees in similar positions in the higher salary range.

(b) **Additional Responsibility:** When a management or professional employee is assigned additional responsibilities for a prolonged period while remaining in his/her position, the employee will receive a base pay increase of up to 10%.

- A prolonged period is generally more than four weeks. If, at the outset, the additional responsibilities are anticipated to be more than four weeks, the employee will receive additional compensation for the full duration of the period that the additional responsibilities are required.
- While additional responsibilities may take many forms, examples include but are not limited to:
  1. Taking on some of the responsibilities associated with a temporarily vacant position (down, lateral or up);
  2. Special projects not specifically connected to the employee's position;
  3. Some other unique organizational need.

1.02 In situations that warrant additional compensation, approval of the Chief Administrative Officer must be obtained ahead of time. Retroactive payments will not normally be considered.

(a) The respective Commissioner/General Manager is expected to forward a Decision Item/Briefing Note to the Chief Administrative Officer and the General Manager of Human Resources outlining the background and recommendation.

(b) Once approved, the respective Commissioner/General Manager is responsible for the ongoing monitoring of the additional compensation including ensuring that the additional compensation ceases when the circumstances leading to the additional compensation being approved are no longer a consideration.

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1.03 Additional compensation will normally take the form of either:

- (a) **One time lump sum payment** – applicable for shorter duration / term certain circumstances and only processed with Chief Administrative Officer and General Manager of Human Resources approval.
- (b) **Bi-weekly payroll payment** – applicable for ongoing, longer duration circumstances and only processed with Chief Administrative Officer and General Manager of Human Resources approval.