

Title: COMPENSATION & APPEAL PROCESS FOR DESIGNATED OFFICERS		Number: 8026
Reference: Board of Commissioners - April 27, 2005	Adopted by City Council: February 5, 2005	Supersedes: April 2, 2001
Prepared by: HUMAN RESOURCES DEPARTMENT		

STATEMENT

THE CITY OF MEDICINE HAT IS COMMITTED TO ATTRACTING AND RETAINING A WELL QUALIFIED, MOTIVATED AND COMMITTED WORK FORCE.

DESIGNATED OFFICERS WILL RECEIVE FAIR AND EQUITABLE COMPENSATION COMPARABLE TO POSITIONS IN OTHER JURISDICTIONS IN THE MARKET (EXTERNAL RELATIVITY) AND IN RELATION TO OTHER POSITIONS WITHIN THE CITY (INTERNAL RELATIVITY).

PURPOSE

An Executive Management Salary Grid will be maintained for the Chief Administrative Officer and Commissioners, while the City Solicitor and City Clerk will be administered on the Non-Union Salary Grid.

On a regular basis, (approximately three to five years), a market review will be undertaken of the positions on the Executive Management Salary Grid and Non-Union Salary Grid. Any recommendations for major adjustments to these grids or positions thereon, will be submitted to City Council.

1. Placement on Grid and Salary Adjustments

- (a) The Corporate Services Chair and the Mayor will recommend to City Council the placement and/or salary adjustments for the Chief Administrative Officer on the Executive Management Salary Grid.
- (b) Council will approve the placement and/or salary adjustments for the Commissioner, City Solicitor, and City Clerk on their respective salary grids.

2. Appeals

- (a) An appeal from a Commissioner, City Solicitor or City Clerk regarding their position placement on their respective grids will be heard by City Council.
- (b) An appeal from the Chief Administrative Officer regarding the position placement on the Executive Management Salary Grid will be heard by City Council.

ROLE OF COUNCIL

1. To receive, review and adopt this policy and any periodic recommended amendments thereto.
2. To approve the Executive Management Salary Grid and Non Union Salary Grid.
3. To approve the placement for the Chief Administrative Officer and Commissioners on the Executive Management Salary Grid.
4. To approve the placement for the City Clerk, and City Solicitor on the Non-Union Salary Grid.