

Deseronto Public Library

Policy type: Human Resources

Policy Number: HR 05

Policy Title: Compensation

Policy Approval Date: January 31 2018

Year of Next Policy: 2021



In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 15(1) *A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.*

The library provides competitive compensation by establishing job classes and setting wage rates and ranges of pay for those job classes. This begins with compliance with pay equity legislation, and ongoing review of market competitiveness to ensure that the library has the capacity to recruit qualified employees by offering competitive salaries.

Section 1: Pay Equity Legislation

1. The Deseronto Public Library is part of the Town of Deseronto Pay Equity Plan which follows Ontario Pay Equity legislation.
2. The library follows current pay equity legislation to score all jobs and place them into appropriate job classes as per Town of Deseronto
3. Jobs are evaluated using a method that is compatible with pay equity legislation. For each job, the analysis covers:

Factors	Sub-factors
Skill	Formal education and experience
Responsibility	Freedom to act, complexity and consequences of error
Effort	Contacts, supervision, leadership, physical demands and sensory demands
Working Conditions	Disagreeable Conditions

4. The library as per the Town of Deseronto will maintain the pay equity plan on an on-going basis, as new positions are created or positions altered, with significant changes to job responsibilities for an individual. A complete review of the pay equity plan will be completed once every five years.

Section 2: Salary Reviews

1. All wage rates and ranges for job classes will be reviewed and updated as per the Town of Deseronto Plan
2. All wage rates and ranges will be reviewed annually to adjust for increases in cost of living. The board recognizes that the library has an important investment in its staff, and that staff turnover can be costly and wasteful in terms of lost efficiency, time and resources.

Section 3: Merit Increases

1. Following a satisfactory annual performance review (as outlined in HR-6), and depending on the recommendation in the performance review, staff members may receive merit increases of one step in the salary range for their job classes.
2. A staff member's date of hire becomes his/her anniversary date. Anniversary dates are used to determine timing for merit increases.