

EXECUTIVE COMPENSATION POLICY

Subject: Executive Salaries/Benefits

Ref: Staffing Code: 18

Date Approved: April 26, 2022 Motion No.: 184/26/04/22 Replaces: 119/22/02/22

The County of Northern Lights believes in promoting and maintaining a mutually beneficial relationship with its executive through its hiring and employment practices.

The County of Northern Lights proposes to do this by establishing and maintaining a competitive compensation package for executive [including a salary grid and benefits package.]

Signed: 
Chief Elected Official

Signed: 
Chief Administrative Officer

POLICY

1. This policy applies to the Chief Administrative Officer, and all other members of the Executive team as identified by the Chief Administrative Officer. These positions will be referred to as Executive Employees throughout this policy.
2. Council is responsible for determining the starting salary for the Chief Administrative Officer (CAO).
3. The CAO sets the salary for all other Executive positions in accordance with this policy.
4. New employees assuming these executive positions will have their salary set in accordance with the Executive Salary Grid (see appendix A). Experience, training and difficulty in recruiting will be factors to consider in determining the starting salary.
5. A person with lower qualifications may be hired for one of these positions at a salary that is below those set in the Executive Salary Grid. This person would be assumed to fill the role as a training position.
6. Once the Executive employee has successfully completed a training period of between 6 months to 2 years as determined by Council, or the CAO, they will be moved to Step 1 of the Executive Salary Grid for their respective position.
7. The Executive Salary Grid will be reviewed by Council periodically to ensure that it remains competitive with other regional municipalities, neighbouring industries, inflationary costs, etc.
8. Salary for Executive employees will be reviewed on an annual basis in conjunction with the employees' anniversary date and requires a performance appraisal. A step increase is not automatic and will be processed upon receiving direction from the respective employee's supervisor.
9. Upon achieving a satisfactory performance review or better, an executive employee is entitled to move up one step on the Executive Salary Grid, or more at the discretion of the respective employee's supervisor, based upon performance.
10. A step increase may be limited or withheld in the event of a substandard performance review or budgetary considerations. This decision will be at the sole discretion of the respective Executive's supervisor, and reasons will be provided in writing to the employee.
11. Once an executive employee reaches the maximum level on the salary grid, and if the grid has not been amended by Council, then subsequent salary increases will be in the amount determined by Council.

12. Executive positions are permanent employment positions within the County, however due to the nature of their positions, employment contracts will be signed between employee and employer, including a clause for payout on any termination without just cause. Where such positions are filled through contract by necessity, no payment shall be required for termination.
13. The County shall provide executive employees such medical, health, dental, accidental death & dismemberment, dependent life, employee life, extended health care, long term disability, short term disability, sick leave, RRSP/ LAPP, and all other benefits that are currently provided at a rate equal to or greater than that provided to nonexecutive employees.
14. All annual vacation entitlement will be as per provincial legislation, unless otherwise negotiated and defined within the employment contract: however, no executive employee will receive less than 3 weeks annual vacation in the first year of employment.
15. Executive employees shall be entitled to an additional ten (10) days annual vacation (unless otherwise negotiated) as time off in lieu of overtime and meetings.
16. A Technology Allowance of \$1,000.00 per year will be provided to executive to purchase their own computer devices for use at home or while travelling or to offset the cost of these items or the provision of home internet services. This amount will be prorated for employees that either start or leave part way through the year. The amount will be paid by January 31 in each year.

COUNTY OF NORTHERN LIGHTS

Appendix A - Executive Salary Grid

2024 Grid (current)

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Chief Administrative Officer	156,185	160,870	165,700	170,670	175,790	181,060
Directors	116,685	120,185	123,790	127,500	131,325	135,265
Manager	74,610	78,245	82,155	86,545	90,535	95,010

2024 Grid adjusted pre cola

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Chief Administrative Officer	164,725	169,667	174,757	180,000	185,400	190,962
Directors	128,738	132,601	136,579	140,676	144,896	149,243
Manager	82,155	84,620	87,158	89,773	92,466	95,240

2025 Grid

3.00% Change

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Chief Administrative Officer	169,667	174,757	180,000	185,400	190,962	196,691
Directors	132,601	136,579	140,676	144,896	149,243	153,720
Manager	84,620	87,158	89,773	92,466	95,240	98,097

2026 Grid

3.00% Change

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Chief Administrative Officer	174,757	180,000	185,400	190,962	196,691	202,592
Directors	136,579	140,676	144,896	149,243	153,720	158,332
Manager	87,158	89,773	92,466	95,240	98,097	101,040

2027 Grid

3.00% Change

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Chief Administrative Officer	180,000	185,400	190,962	196,691	202,592	208,669
Directors	140,676	144,896	149,243	153,720	158,332	163,082
Manager	89,773	92,466	95,240	98,097	101,040	104,071