

Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual

Section:

Personnel

Number:

F-IV-5

Title:**Salary and wage scales****Page 1 of 2****Adopted:** November 20, 2002**Reviewed:** February 2018**Revised:** October 15, 2008; July 2012;
June 2014; August 2016; February 21, 2018

Policy

The Burk's Falls, Armour & Ryerson Union Public library will maintain a salary grid for each job position within the library, consistent with the Pay Equity Plan Addendum (2016). The CEO will determine the starting salary for new employees at the time the offer of employment is made, upon approval of the Board. It will be based on the individual's related experience and educational level as well as budget considerations. The starting salary of the CEO will be determined by the Board of Directors at the time of hiring.

Procedures

Pay Equity

Employees of the Library are classed as employees of the Village of Burk's Falls insofar as Pay Equity is concerned and therefore included in the Pay Equity Plan of the Village of Burk's Falls.

1. The Board shall set the salary for the position of CEO.
2. The CEO shall be responsible for recommending to the Board each salary or wage increment for library staff based on satisfactory performance by the employee, at the end of the probationary period and at regular intervals thereafter.
3. A new employee shall be appointed at the minimum salary or wage of his or her range (see attached Salary grid), but the CEO may recommend an appointment at a rate higher than the minimum assigned to the category if the following conditions exist:
 - a) the qualifications and experience of the applicant exceed those for beginning in the category
 - b) the budget of the Library permits the payment of a salary or wage higher than the minimum
 - c) it is clearly in the interests of the Library to pay a salary or wage higher than the minimum

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- d) the salary or wage does not exceed the maximum attached to such position
- 4. Upon reaching the last step in the grid, employees are eligible only for annual increments in accordance with Pay Equity legislation and/or Cost of Living adjustments. An employee completing 10 years of employment in the same position, if not already at the maximum, will automatically be placed at the maximum rate of pay for that position.
- 5. The complete [Salary Grid \(Appendix 5\)](#) shall increase by the cost of living posted at the end of September of each year and consistent with municipal increases. An employee at maximum grid level will be awarded the cost of living increase only.
- 6. The salary grid will also be updated at the time of the Pay Equity Review with a current market review of salaries of other public libraries of this size.

Student Employees

- 7. As budget permits, the library will employ students on part-time contracts. Students will be paid the legislated Student minimum wage.