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| LANARK COUNTY COMMUNITY JUSTICE | POLICIES AND PROCEDURES |
| **SECTION: HUMAN RESOURCES** | DATE:  |
| SUBJECT: **COMPENSATION REVIEW** | HISTORY: New Policy, 2017 |
| **PURPOSE:** To ensure that LCCJP employees are compensated for their work as fairly as possible |
| **POLICY:** The Board of Directors will review employee compensation at intervals of no more than 18 months. The review will be guided by a defined set of principles. |
| **PROCEDURES:**1. A pay scale for each LCCJP staff position will be established. This pay scale will reflect:
2. Compensation in comparable agencies for comparable positions. The comparators should be local, non-unionised, non-profit agencies
3. Responsibility levels of each position
4. Education and experience required for each position
5. The scale will be reviewed for cost of living increases annually
6. Decisions about an employee’s movement up the pay scale will take into consideration
7. Fairness to employees (equity of increases)
8. Affordability on a sustainable basis of the adjustment in compensation amounts to the organization
9. The years of service of the employee
10. The performance of the employee as indicated by the annual performance review
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