



City of St. Albert  
**CITY COUNCIL POLICY**

Non-union Compensation Philosophy  
and Employee Remuneration

<b>AUTHORITY</b> City Council	<b>APPROVED</b>	<b>Res. No.</b> C528-2011	<b>mm</b> 08	<b>dd</b> 29	<b>REVISED</b>	<b>Res. No.</b> INC-18-089	<b>mm</b> 03	<b>dd</b> 18
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## Policy

The City of St. Albert compensates positions fairly and equitably in relation to each other and recognizes that it must compete for talent to fulfill similar positions as those that exist within relevant comparators. Therefore, total compensation will be internally and externally equitable while managing within the City's financial capabilities. Additionally, employee compensation systems will be easy to communicate and administer while providing a predictable means of managing salary costs and other total compensation related expenses.

## Standards

1. Rates of pay for unionized positions are not the subject of this policy as they are collectively bargained and are contained in their respective collective agreements.
2. The City of St. Albert's compensation program is designed to achieve the following objectives:
  - a. Attraction of a high quality and competent workforce
  - b. Retention of high performing staff
  - c. Reinforcement of a performance driven and team-focused work culture
  - d. Recognition of the organization's ability to pay in the interest of all stakeholders, including all taxpayers
  - e. Maintenance of a balance between internal equity and external competitiveness
  - f. Be regarded as a fair and equitable employer
3. The City of St. Albert recognizes strong performance where employees exceed performance expectations. This means employees can expect:
  - a. A challenging and supportive work environment where people have the tools and training to succeed and progress in their job and organization
  - b. Regular performance reviews where employees receive feedback on their performance and recognition that is commensurate with the level of contribution that was made
  - c. Accelerated base salary increases if an employee exceeds expectations determined through their performance review
  - d. Recognition awards (monetary and non-monetary) to recognize desired behaviors and superior performance
4. The City of St. Albert will use a fair and equitable method for job evaluation (classification system) to assess the relative worth of non-union jobs in the organization. This methodology will allow the City to:
  - a. Fairly evaluate all types of non-union jobs
  - b. Accurately compare non-union job scope across different occupations



5. Salary ranges will be developed for each City of St. Albert non-union job that reflects the base salary at developmental and maximum levels. The salary ranges will be reviewed against the selected comparators as outlined in this policy.
6. Employee benefits at the City of St. Albert will be generally aligned with the comparators as outlined in this policy.
7. Additional perquisites that are unique to municipal organizations will be comparable with the comparators outlined in this policy.
8. The market salary data comparators used will include:
  - a. Six Mid-sized Alberta Cities
    - i. Airdrie
    - ii. Camrose
    - iii. Grande Prairie
    - iv. Lethbridge
    - v. Medicine Hat
    - vi. Red Deer
  - b. Eight Capital Region Municipalities
    - i. Edmonton
    - ii. Fort Saskatchewan
    - iii. Leduc (City)
    - iv. Leduc County
    - v. Parkland County
    - vi. Spruce Grove
    - vii. Strathcona County
    - viii. Sturgeon County

These organizations will be weighted equally in the analysis.

9. The City of St. Albert's compensation philosophy is to align job salary ranges with the 60<sup>th</sup> percentile of comparator organizations that are outlined in this policy.
10. Salary ranges for non-union positions will be adjusted for changes in the cost of living and available market salary data as approved annually by the Chief Administrative Officer.

