



TOWN POLICY

ADMINISTRATION POLICY: Salary Increment Policy

DEPARTMENT: Choose an item.

POLICY NUMBER: HR-042

APPROVAL:

APPROVED BY CAO  Jeff Shaw

EFFECTIVE DATE: April 23, 2022

SUPERSEDES: Policy #S-16

UP FOR REVIEW: November 29, 2022

Full Time Employees

Through human resource management, Administrative Supervisors (Chief Administrative Officer, Director of Infrastructure Services, Director of Corporate Services) will conduct annual Performance Reviews as per policy, and at such time, determine the eligibility of the employee for a salary increment increase. All salary increments will be within the parameters of the approved grids in the Town of Cardston Employee Association Contract and individual employee contracts.

Eligibility will be determined based on all three of the following criteria with the first two performance criteria as predominant indicators.

- Performance/job quality of the employee (as per Performance Review documentation)
- Improvement of skills and knowledge
- Length of service

The minimum time period between increment increases shall be one year, unless authorized by Council.

The Supervisors shall review all recommendations for salary increment increases with the Chief Administrative Officer prior to implementing.

Part-Time/Seasonal Employees

The Administrative Supervisors may adjust all part time/seasonal employees under their supervision, without authorization from the Chief Administrative Officer, based on past performance (as per Performance Review documentation) and years of service.



