



# TOWN POLICY

## ADMINISTRATION POLICY:

# Salary Policy – Seasonal and Full-Time Temporary (Part-Time) Employees

**DEPARTMENT:** Human Resources

**POLICY NUMBER:** HR-043

**EFFECTIVE DATE:** September 13, 2016

**SUPERSEDES:** HR-043

**UPDATED:** August 29, 2022

**UP FOR REVIEW:** January 1, 2025

### Policy Statement:

A policy delineating the salary range for Seasonal and Full-Time Temporary (Part-Time) Employees for the Town of Cardston

### The purpose of this policy is to:

Establish a salary range that will be used to manage the necessary temporary employment needs of the Town of Cardston. The salary ranges in this policy are designed to be competitive in nature with other similar Public Bodies and to be attractive to potential employees.

### Definitions:

Seasonal Employees: employees who have a regular 7 or 8 hour day/35-40 hour work week and who have an early commencement (March/April) and work until freeze up (October/November).

Full-Time Temporary (Part-Time) Employees: employees who have a regular 7 or 8 hour day/35-40 hour week and typically work only the summer months or less than 22 weeks in the year. Most Full-Time Temporary (Part-Time) employees would start close to the beginning of May and work until the end of the summer season (End of August-first part of September), but would also include those employees who work any portion of that time.

Golf Course employees may have an extended season from March to October based on weather.

The following schedules have been created to be in line with the new provincial minimum wages for employees 17 & under and those 18 & older.





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**Seasonal Employees:** This would include Public Works and Water/Wastewater employees. These hourly wages are slightly higher than the Full-Time Temporary (Part-Time) employees as the length of employment is longer.

	2021 Season	2022 Season	2023 Season	2024 Season
17 & under	14.00	—	—	—
New Hires	—	17.00	—	—
Level 1	15.75	17.50	17.50	17.50
Level 2	16.75	18.50	18.50	18.50
Level 3	17.90	19.15	19.15	19.15
Level 4	18.40	19.75	19.75	19.75

All amounts are wages per hour of work.

**Electrical Seasonal Employee:** This employee should be a 1<sup>st</sup> year Powerline Technician (PLT) and will be paid based on the approved rates in Alberta for this designation. In the event that no 1<sup>st</sup> year PLT's apply for the position, the rate will be determined based on their experience/qualifications as well as the approved industry rates in Alberta.

1 <sup>st</sup> Year	\$20.70/hour
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**Full-Time Temporary (Part-Time) Employees:** This includes Parks & Recreation, Beautification, Museum and Swimming Pool

	2021		2022		2023		2024	
	Lifeguards	Regular	Lifeguards	Regular	Lifeguards	Regular	Lifeguards	Regular
Support Staff	13.75	—	14.00	—	14.25	—	14.50	—
Level 1*	—	15.25	15.75	16.00	15.75	16.25	15.75	16.25
Level 2	15.75	15.50	16.50	17.00	16.50	17.00	16.50	17.00
Level 3	16.00	16.00	17.25	18.00	17.25	18.00	17.25	18.00
Level 4	16.50	16.50	18.25	19.00	18.25	19.00	18.25	19.00
Level 5	17.00	—	19.25	—	19.25	—	19.25	—
Level 6	17.50	—	—	—	—	—	—	—

\*Level 1 Regular is for Highschool students only - Post-secondary employees start at Level 2

Pool Assistant Supervisor	\$20.00/hour
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All amounts are wages per hour of work.





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## **Golf Course Season and Full-Time Temporary (Part-Time) Employees:**

	2021		2022		2023		2024	
	Golf Course Grounds	Golf Course Clubhouse	Golf Course Grounds	Golf Course Clubhouse	Golf Course Grounds	Golf Course Clubhouse	Golf Course Grounds	Golf Course Clubhouse
17 & under	13.50	13.25	14.00	14.25	14.00	14.25	14.00	14.25
Part-time	15.00	15.00	15.50	15.25	15.50	15.25	15.50	15.25
Level 1	15.75	15.50	16.00	15.75	16.00	15.75	16.00	15.75
Level 2	16.25	16.00	16.75	16.50	16.75	16.50	16.75	16.50
Level 3	16.75	16.50	17.25	17.00	17.25	17.00	17.25	17.00
Level 4	17.25	17.00	17.75	17.50	17.75	17.50	17.75	17.50

All amounts are wages per hour of work.

Benefits would be as per the Current Employee Association Contract in regards to holiday pay, etc.

Placement of an applicant at any level would be determined by Department Heads based on the individual's qualifications and experience. The number of years with the organization does not necessarily merit a level increase.

## **REVISION HISTORY**

<b>Date</b>	<b>Description</b>
August 29, 2022	Update wages for 2022-2024
February 10, 2020	Updated to include wages for Electrical Seasonal Employees.
February 11, 2019	Updated to incorporate wages for Golf Course Staff.

**APPROVAL: Jeff Shaw** ..... **DATE: August 30, 2022** .....  
*Chief Administrative Officer, Jeff Shaw* (signed copy kept in CAO policy binder)



