North Vancouver District Public Library

POLICY: **EXEMPT STAFF COMPENSATION** POLICY #: **B-HR-02**

COMMITTEE:	Human Resources Committee	PASSED:	23 July 2015
TOPIC:	Compensation and Benefits	AMENDED:	
		REVIEW PERIOD:	As required.

PURPOSE

The Library Board recognizes that the success of the Library is dependent on competent leadership and staff. Providing competitive compensation is a key in attracting and retaining a well-qualified and committed workforce.

SCOPE

The Policy applies to exempt library staff members. Exempt staff are separated into a) "Support Exempt" and b) "Management Exempt" staff, referring to the Director of Library Services and the management team.

POLICY

The North Vancouver District Public Library shall maintain a compensation system for exempt employees that results in cost-effective service delivery through:

- Offering competitive salaries to attract and retain individuals with skills and abilities required to carry out the Library Board's Strategic Framework and objectives;
- Ensuring internal equity; and
- Applying salary administration decisions equitably and openly.

The Library's exempt compensation system will:

- Use a point factor rating system to evaluate positions and determine the appropriate pay band;
- Maintain a salary administration policy using the 60th percentile of comparable library positions, verified every three years; and
- Include a competitive, and where possible, flexible benefit package.

The Director of Library Services and the Manager, Human Resources, shall bring forward recommended changes to exempt compensation to the Library Board's Human Resources Committee for review. Recommended changes to exempt compensations may include:

- Annual salary scale adjustments (across the board increases)
- Market salary scale adjustments

- Classifications through the application of the exempt job evaluation system.

The Human Resources Committee shall bring any recommended changes to the Library Board for final approval.

The Director of Library Services shall consult with the Manager, Human Resources on all exempt compensation matters to ensure the equity and integrity of the Library's compensation program. The Human Resources Committee of the Board shall recommend to the Board concerning any final decision for unresolved exempt compensation matters.

ROLES AND RESPONSIBILITIES

The Library Board has final authority and responsibility for establishing the principles of the exempt staff compensation philosophy and budgetary approval.

The Director of Library Services is responsible for ensuring the implementation of the Board's exempt staff compensation philosophy and ensuring that salaries for exempt staff are administered within the parameters of the this policy. The Director shall seek advice from District of North Vancouver's Human Resources in dealing with any unusual situations and before making commitments that deviate from the policy. Any deviations from this policy shall only be made upon an appropriate review and after approval from the Board has been granted.

The Manager, Human Resources is responsible for administration of the compensation policy, periodic review of the compensation system, and making recommendations to the Director of Library Services as required.