
NON-UNION WAGE AND BENEFIT - HR-V-11

POLICY:

OPTIONS NORTHWEST Administration will ensure that non-union wages and benefits are such that they are able to attract and retain qualified employees, ensure internal and external equity, control costs, comply with legislative requirements and ensure administrative efficiency.

Each non-union employee has an individual contract to perform specific duties in exchange for payment in the form of wages and benefits applicable to their classification.

All permanent full-time employees will progress within the wage scale for the position based on the anniversary date in the position, (adjusted subject to any unpaid leaves of absence). Comprehensive benefits will be offered.

All permanent part-time employees will progress in their wage scale on the basis of 1725 hours equals 1 year. Depending on the position and eligibility rules, permanent part-time employees may be offered participation in specific benefit plans, and/or may be offered a percentage in lieu of benefits. Temporary employees will have their terms of employment established along with the length of their contract and the position to be held.

Administration will review all non-union wages and benefits every three years, or as circumstances dictate; i.e. re-organization, contract settlements, changes in job responsibility, job reclassification, budget cuts.

PURPOSE:

1. To advise non-union employees of the wage/benefit review process.
2. To provide non-union employees with opportunity for input into their remuneration.

PROCEDURE:

1. In preparation for the review, Managers/Directors will discuss with their employees, requests for amendments to their wage/benefit package.
2. Administration will make recommendations to the Executive Director and to the Board, as applicable.

3. Any decisions with respect to amendments to non-union wages and benefits will be conveyed to non-union employees in writing.
4. In addition to the foregoing, employees may, on an individual basis, discuss their placement on their wage grid.

Note: Recommendations are not, in any way a guarantee of amendments to non-union wages and benefits. The final decisions rest with the Executive Director and/or the Board of Directors.

RECOMMENDED BY: Administrative Committee

APPENDICES: 0

OPERATIONAL ACCOUNTABILITY: Administration, Finance, Human Resources, Community Services Administration, Community Resource Team

ORIGINAL POLICY DATE: November 1998

AUTHORIZED BY: Executive Director

SIGNATURE:

A handwritten signature in black ink, appearing to be 'A. P. ...', is written over a horizontal line.