

THE CORPORATION OF THE DISTRICT OF BURNABY

1982 February 03.

Our File: 2-4-70-3.

TO: MUNICIPAL COUNCIL
FROM: EXEMPT STAFF COMMITTEE OF COUNCIL


SUBJECT: 1982 SALARY POLICY LINE - SENIOR EXEMPT AND EXECUTIVE STAFF

The Exempt Staff Committee of Council has met on several occasions to consider the 1982 salary policy line as recommended by Mr. H. Van Eaton, G.V.R.D. Labour Relations Department for the senior exempt and executive staff.

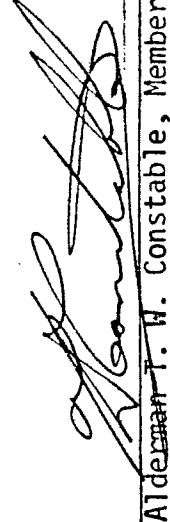
After a very exhaustive review by the Committee, the Committee unanimously recommends the recommendations in the attached report dated 1982 January 28 from the G.V.R.D. Labour Relations Department, which has been modified to reflect the Committee's conclusions.

RECOMMENDATIONS:

1. THAT the senior exempt and executive staff policy line be increased by 17.5% at the 500 point level, the increase progressively decreasing to 16% at the 1100 point and remaining at 16% for all positions above 1100 points; and
2. THAT the "Recruiting Policy" statement contained in the G.V.R.D. report be adopted as policy.


Alderman V. V. Stusiak, Chairman


Mayor W. A. Lewarne, Member


Alderman T. W. Constable, Member

:- Agenda 1982 02 08
:- Copy - Manager
:- Personnel Director

CORPORATION OF BURNABY
SENIOR EXEMPT & EXECUTIVE STAFF
1982 POLICY LINE

Prepared by
LABOUR RELATIONS DEPARTMENT
GREATER VANCOUVER REGIONAL DISTRICT

28/01/1982

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SUMMARY

SUMMARY

This report recommends that:

1. The Senior Exempt & Executive Policy line be increased 17.5% at the 500 point level, the increase progressively decreasing to 16% at the 1100 point level and remaining at 16% for all positions above 1600 points.
2. The 'RECRUITING POLICY' statement contained in this report be adopted as policy.

RECOMMENDED

POLICY LINE

RECOMMENDED POLICY LINE

It is recommended that the 1982 Senior Exempt & Executive Policy line be the 1981 policy line plus 17.5% at the 500 point level, 16% at the 1100 point level, and 16% above the 1100 point level.

This recommendation appropriately meets the following criteria:

A. Union/Senior Exempt Overlap

C.U.P.E. received a minimum increase of 15.27% in 1981 compared to the 13.5% increase granted to Senior staff, thus creating an inappropriate relationship between Union and non-Union positions at this point of interface. The C.U.P.E. increases Union salaries by 16.18% by the end of 1982.

B. Middle Management

The three major private sector surveys continue to indicate a substantial short-fall in Burnaby salaries at the 1600 point level in excess of 20%. The recommended increase of 16% will not correct this short-fall but is the minimum tolerable increase given the Union and Private Sector increases.

Fire Department Positions

It is recommended that the Policy Line applicable to Exempt Fire Department positions be increased 16% .

Executive Level

Private sector surveys have shown an extreme short-fall between Municipal Executive rates and those paid in the Private Sector for like-size positions.

Rather than recommend the large increases necessary to correct this short-fall, it would appear more appropriate at this time to simply attempt to prevent further decay in the relationship by increasing Executive salaries by 16%.

FORMULAE

SENIOR EXEMPT & EXECUTIVE

Up to 1100 Points - Points x \$28.47 Plus \$28,311
1100 to 1600 Points - Points x \$27.47 Plus \$29,308
Over 1600 Points - Points x \$16.43 Plus \$46,972

FIRE DEPARTMENT EXEMPT

All Positions - Points x \$21.11 Plus \$39495

ANNUAL AVERAGING

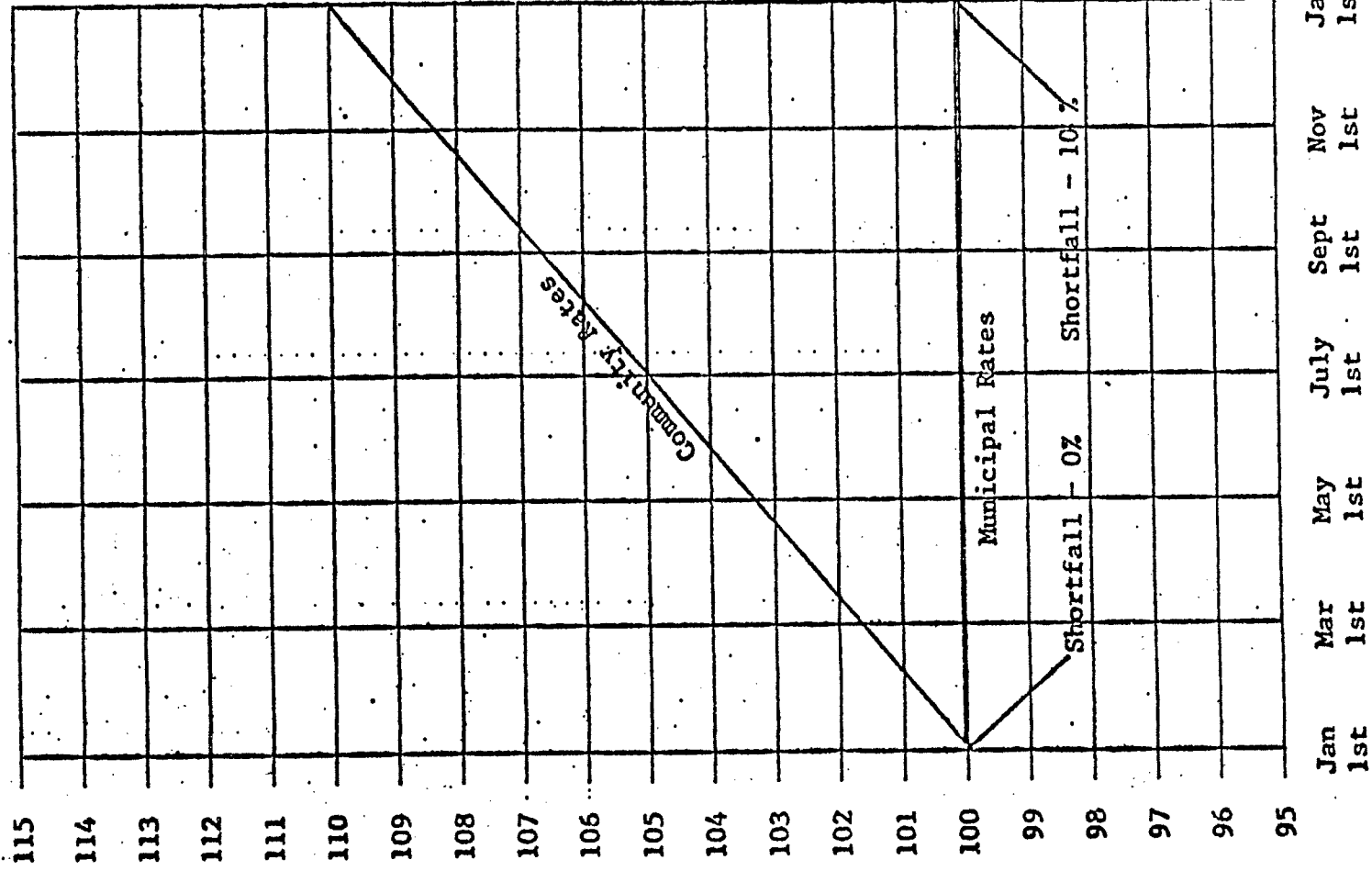
ANNUAL AVERAGING - INCREASES OVER 12 MONTH PERIOD

The salary recommendations contained herein are intended to cover the calendar year 1982. In the past when salary levels were increasing at a much slower rate it was adequate to relate to criteria as it existed at the beginning of the year. This is no longer true. As illustrated by the attached, in a year where community salaries increase at a rate of 10%, the average salary of the group will increase in a progressive manner spread over that 12 month period. If Municipal salaries match the criteria on January 1st, they will be 10% lower than criteria by December 31st with an average shortfall over the year of 5%. Matching Municipal rates to criteria as of January 1st 1982 will produce gross annual salaries 5% lower than the 1982 gross annual salaries of that same criteria simply because it is moving upwards while Municipal rates are static.

ANNUAL AVERAGING

Each of the criteria group has been adjusted under the heading "ANNUAL AVERAGING" to recognize the continuous increasing nature of the criteria. The adjustment varies from 0% increase where the levels shown represent static rates for the calendar year 1982 to 5% representing our prediction that the average rate of salary increase in 1982 will decline to 10% annually.

COMMUNITY RATES - 1982 JANUARY 01 = 100%



RECRUITING POLICY

RECOMMENDED RECRUITING POLICY

When recruiting to fill vacant Senior Exempt Positions the 'RECRUITING SALARY RANGE' shall be from 88% to 100% of the applicable salary range midpoint. The successful applicant shall be placed at a 'Recruiting Paid Compa-ratio' consistent with the anticipated performance level during the 12 month Probationary period.

Upon successful completion of the Probationary period, the Incumbent shall be assigned a 'Starting Paid Compa-ratio' based on performance during the Probationary period and the Incumbent's anticipated on-going performance after several years in the position.

At the time of assignment to the 'Starting Paid Compa-ratio' the maximum shift from the 'Recruiting Compa-ratio' shall be that shift allowed by the 'Stabilization Rules' plus 6 points. Ideally the Incumbent's 'paid compa-ratio' and 'Performance Compa-ratio' should equalize no later than the beginning of the fifth year of employment.

The sequence of performance appraisals would be as follows: the Incumbent would remain at the 'Recruiting Compa-ratio' for the first twelve months of employment, ignoring the intervening January 1st. Upon completion of the twelve month Probationary period the Incumbent would be subject to a performance appraisal and the 'Starting Paid Compa-ratio' would be assigned at that time. The Incumbent would be paid at this rate until the following January 1st, and subject to another performance appraisal on that and each subsequent January 1st.

NOTE: The 'Paid Compa-ratios' for all present senior staff should be examined to ensure that they are consistent with this policy.

COMPARISON CHARTS

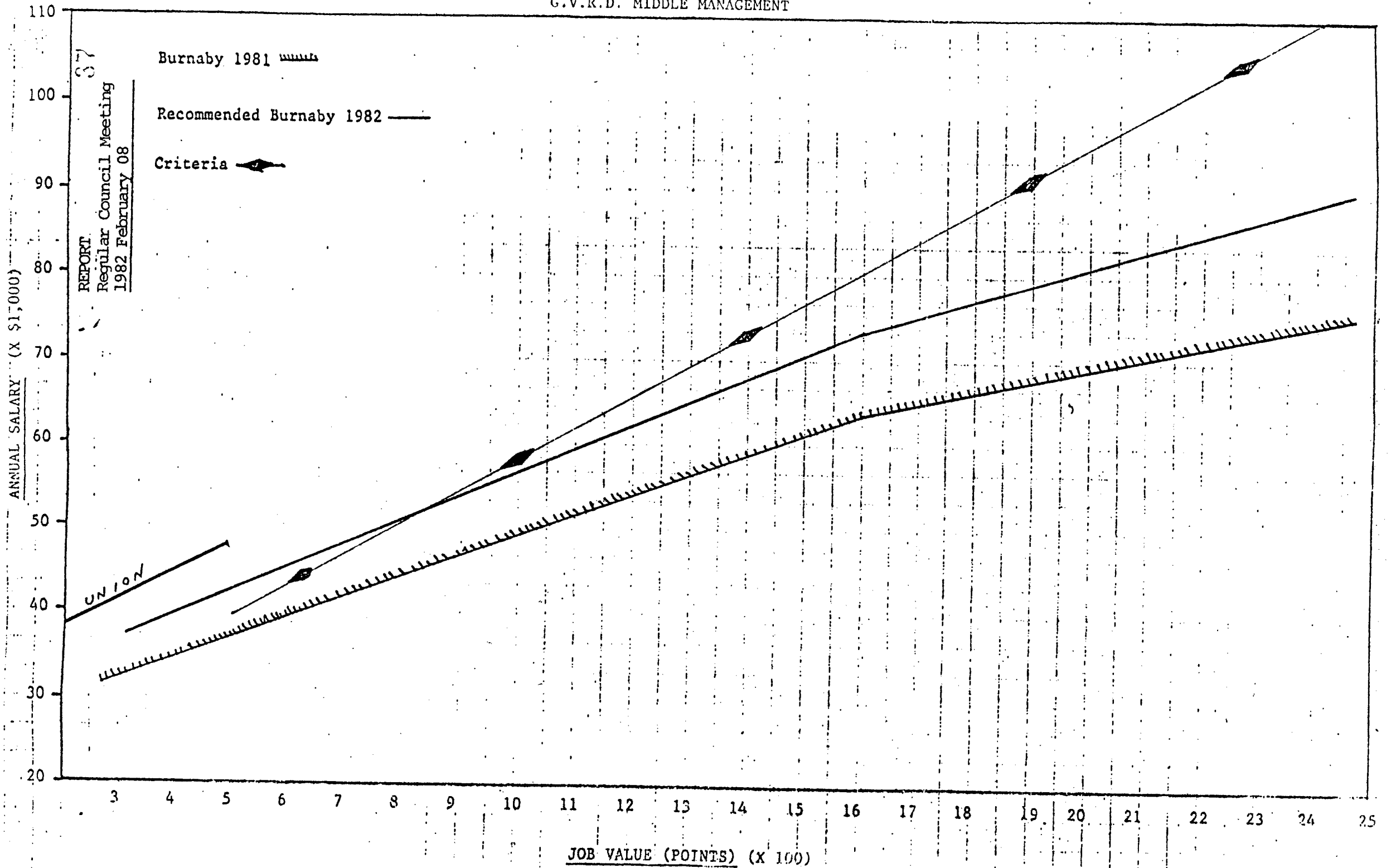
- CRITERIA -

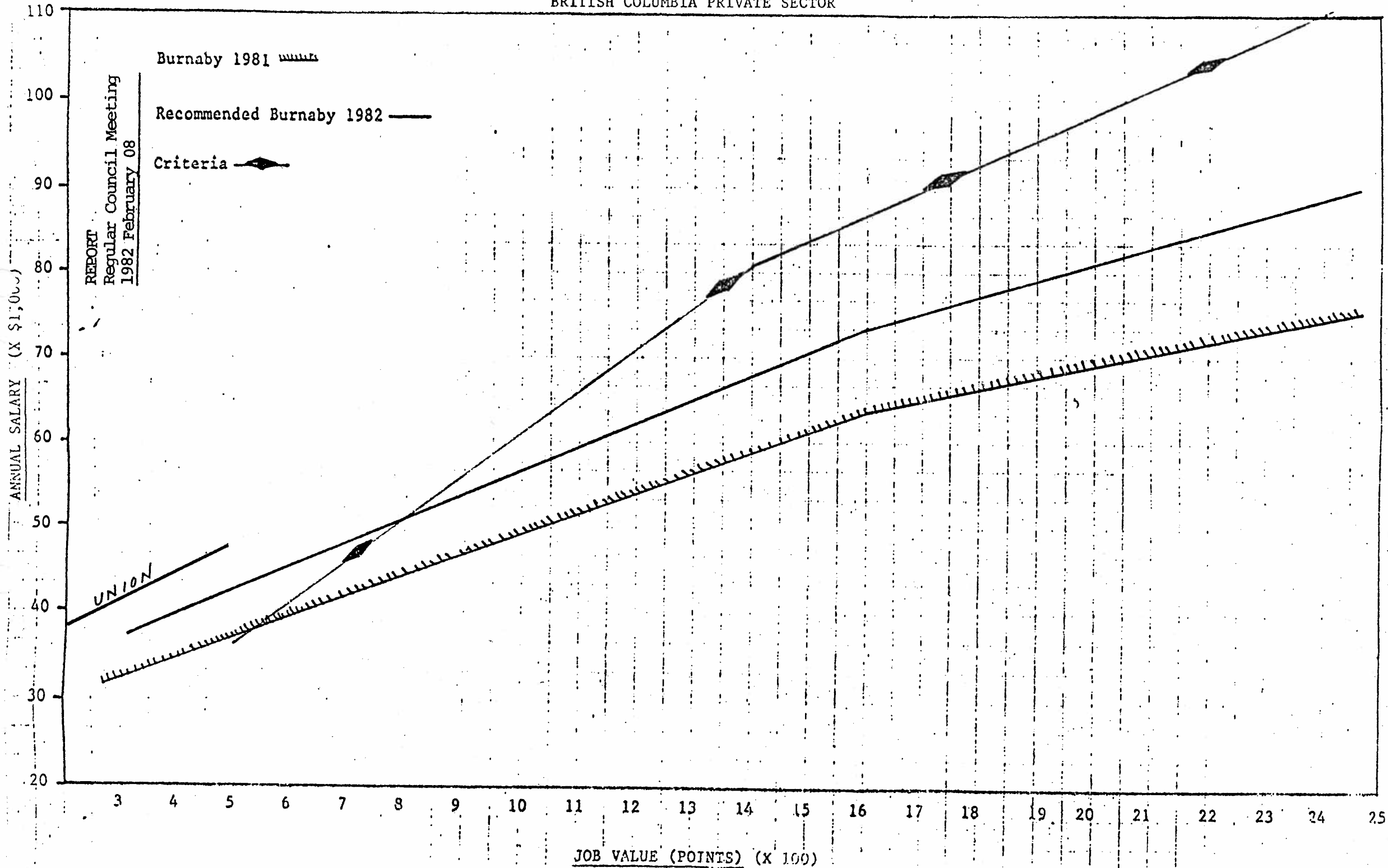
COMPARISON CRITERIA

Comparison criteria used for this report is as following comparisons:

- G.V.R.D. Middle Management Survey
- British Columbia Private Sector
- Hay Associates (Vancouver Recommendation)
- Canada Private Sector
- Province of British Columbia

All values have been adjusted through a process of "Annual Averaging" described in the Greater Vancouver Regional District's Senior Staff Salary Report.





REPORT
Regular Council Meeting
1982 February 08

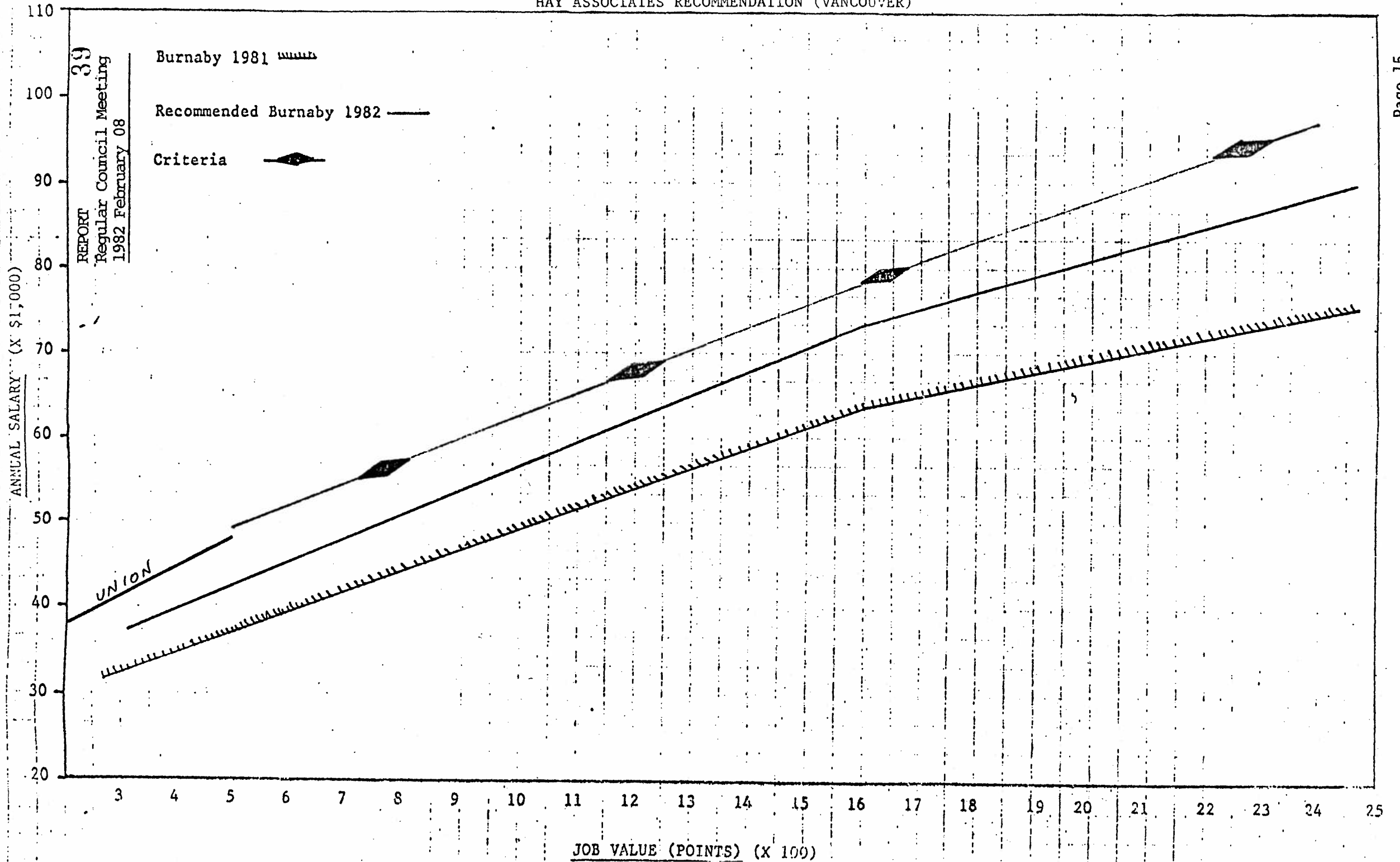
Burnaby 1981

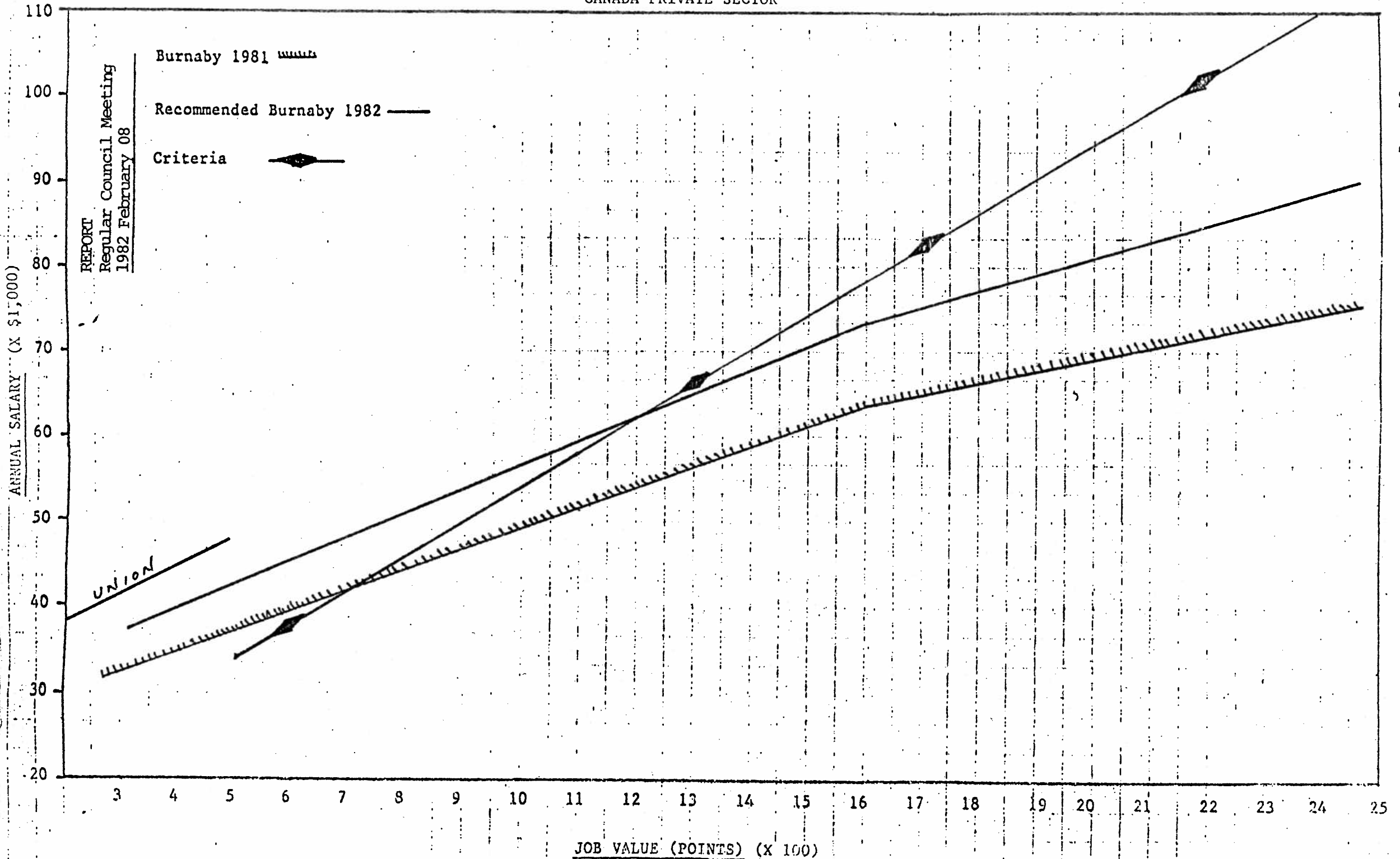
Recommended Burnaby 1982

Criteria


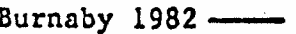

UNION

HAY ASSOCIATES RECOMMENDATION (VANCOUVER)





REPORT
Regular Council Meeting
1982 February 08

Burnaby 1981 
Recommended Burnaby 1982 
Criteria 

UNION

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