

1984 January 09.

TO: MUNICIPAL COUNCIL

FROM: EXEMPT STAFF COMMITTEE OF COUNCIL

FILE: 1947

SUBJECT: ROLES OF PARTICIPANTS IN THE BURNABY SENIOR EXEMPT AND EXECUTIVE SALARY AND COMPENSATION PLAN ①

The Exempt Staff Committee of Council met on 1984 January 05 to consider a statement of the roles of the various participants involved in working with Burnaby's Senior Exempt and Executive Salary and Compensation Plan.

The subject arises at this time because of administrative and staffing changes that have recently taken place at the GVRD Labour Relations Department and because of the Municipal Reorganization. The Municipal Manager has recommended the changes that are shown in italics on the attached statement. The attachment sets forth what the present roles are, and it outlines the proposed changes in the roles. The roles of each of the participants has been checked with the GVRD Labour Relations Department, Hay Associates and the Director Administrative and Community Services, and all parties agree with the clarification and validation outlined in the statement. The Exempt Staff Committee of Council concurs in the changes proposed for itself and for the other participants.

The major changes in the roles of the various participants are as follows:

1. The Municipal Manager will handle policy and policy line matters relating to the Plan, whereas the Director Administrative and Community Services will look after the administrative matters relating to the Plan.
2. A change in the process of setting the salary policy line calls for two distinct steps in the determination of the line. The first step would be to agree upon the criteria comparisons that will be established and used to set the policy line for that particular year. Once they have been recommended by the Exempt Staff Committee of Council and approved by the Municipal Council, then the necessary data would be gathered and the policy line recommendation would be brought forward as the second distinct step in the process.
3. The Municipality would be the pivot point in the process, rather than the GVRD Labour Relations Department. This, in effect, means that the Municipality would establish the criteria or bases to be used for a comparison, aided by whatever assistance we wish from the GVRD Labour Relations Department. Whatever general data would be needed from the Labour Relations Department would be provided by that Department, and all of that material would be sent on to Hay Associates who would then work on the salary policy line determination. Hay Associates would report directly to the Municipality the results of its synthesis of the data provided as well as the data it may need to provide in order to establish a recommendation in this respect. At this point, we could go the extra step of asking the GVRD Labour Relations Department to review what Hay Associates recommends to us, if that is felt to be necessary.

:- AGENDA 1984 JANUARY 16
:- COPY - MANAGER


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4. There is a need to establish a policy with respect to when audits will be undertaken by Hay Associates on our job evaluation results. This is in reference to the value of the job, and not the results of the performance appraisal which is performed annually. A policy should be developed which would call automatically for an audit in approximately a four year cycle. Hay Associates will provide a review by exception on an annual basis as they look at the job evaluation data when they annually determine a recommendation for a salary policy line.

RECOMMENDATION:

1. THAT the statement dated 1983 November 14 of the Roles of participants in the Burnaby Senior Exempt and Executive Salary and Compensation Plan be adopted and implemented.


Alderman V. V. Stusiak, Chairman.


Mayor W. A. Lewarne, Member.

Alderman D. A. Lawson, Member.

MJS:bp

Attachment

THE
BURNABY SENIOR EXEMPT AND EXECUTIVE
SALARY AND COMPENSATION PLAN:

THE APPROPRIATE ROLES OF THE VARIOUS
PARTICIPANTS

RECEIVED

1983 NOV 11

PREAMBLE

MUNICIPAL MANAGERS
OFFICE

- Responsibility for policy and policy line matters relating to the Burnaby Senior Exempt and Executive Salary and Compensation Plan rests with the Municipal Manager *
- Responsibility for administrative matters relating to the Burnaby Senior Exempt and Executive Salary and Compensation Plan rests with the Director Administrative and Community Services.

I. THE EXEMPT STAFF COMMITTEE OF COUNCIL

- Comprised of three designated members of Council with the Municipal Manager acting as Secretary to the Committee
- Considers and endorses policy recommendations with respect to the administration of the Senior Exempt and Executive Salary and Compensation Plan
- *Recommends annually to Municipal Council criteria comparisons to be utilized in formulating annual salary policy line recommendations*
- Based upon recommendations and data received, formulates annual salary policy line recommendations in accordance with criteria comparisons established annually by Municipal Council
- Considers and endorses recommendations with regard to annual performance appraisals of five Corporation Director positions; formulates annual performance appraisal of Municipal Manager for referral to Municipal Council
- Meets as annual duties dictate and/or at the call of the Chairman or the Municipal Manager
- Derives its technical support through its Committee Secretary or the G.V.R.D. L.R.D. or Hay Associates; secretarial services provided by the Municipal Manager
- Committee liaison is provided by the Municipal Manager as the Committee Secretary

II. THE SENIOR EXEMPT STAFF JOB EVALUATION COMMITTEE

- Comprised of five Corporation Directors and a G.V.R.D. L.R.D. representative; Personnel Director attends Committee meetings in a resource capacity; chaired by the Director Administrative and Community Services
- Ensures that all senior exempt staff positions submitted for review are appropriately rated
- Meets as required in response to requests for reassessment
- Submits ratings to Municipal Manager for approval
- Derives its technical support from both Hay Associates and/or the G.V.R.D. L.R.D.; derives its clerical and administrative support services from the Personnel Department and the Committee Chairman's staff.

* Any entry set out in Italics represents a departure from current practice.

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III. THE EXECUTIVE JOB EVALUATION COMMITTEE

- Comprised of the Municipal Manager, a G.V.R.D. L.R.D. representative and a representative from Hay Associates; chaired by Municipal Manager
- As required, reviews and rates the five Corporation Director positions
- Meets as required in response to requests for reassessment
- Submits ratings through its Committee Chairman to the Exempt Staff Committee of Council for subsequent referral to Council
- Derives its technical support from both the G.V.R.D. L.R.D. and/or Hay Associates; derives its clerical and administrative support services from the Municipal Manager's office.

IV. THE G.V.R.D. LABOUR RELATIONS DEPARTMENT

- Provides a voting representative on the Senior Exempt J.E. Committee and the Executive J.E. Committee
- In accordance with established policy, purchases salary survey information annually from Hay Associates
- *Provides advice and/on recommendations as requested by the Municipal Corporation on policy line recommendations submitted annually to the Corporation by Hay Associates; provides policy line data as requested by the Exempt Staff Committee of Council*
- As G.V.R.D. L.R.D. resources permit, conducts special salary surveys commissioned by the Exempt Staff Committee of Council through its Committee Secretary

V. HAY ASSOCIATES

- Provides a review by exception of Burnaby Senior Exempt and Executive Job Evaluation annual rating and salary data
- *Provides policy line recommendations within parameters established annually by Municipal Council*
- Provides salary survey information annually as purchased by G.V.R.D. L.R.D.
- *Occasionally attends meetings of the Senior Exempt Staff J.E. Committee in a monitoring/resource capacity*
- Provides as requested by the Chairman of the Executive J.E. Committee a voting representative on the Executive J.E. Committee
- Conducts audits in accordance with established policy or as directed by the Exempt Staff Committee of Council
- *Liaison with respect to administrative matters provided by the Director Administrative and Community Services*
- *Liaison with respect to policy and policy line matters provided by the Municipal Manager*

VI. THE PERSONNEL DEPARTMENT

- Implements and monitors the Senior Exempt and Executive Salary and Compensation Plan on a day-to-day basis
- Provides records management services for the Senior Exempt and Executive Salary and Compensation Plan
- Personnel Director attends meetings of the Senior Exempt Staff Job Evaluation Committee in a resource capacity
- Liaison provided through the Director Administrative and Community Services and Personnel Director

14 November 1983