



Staff Report HR2021-034

Title of Report: **Staff Step Increases for Wages 2022**
Department: **Human Resources**
Council Date: December 15, 2021

Recommendation:

Be it resolved that Council receive staff report HR2021-034 for information; and

That Council approve a one step pay band increase for eligible employees, effective January 1, 2022; and

That Council approve an additional or two step pay band increase for 3 eligible employees, effective January 1, 2022.

Background:

Under provisions of Pay Administration Policy #16, employees who meet or exceed job requirements may advance one step within their pay band. Employees that consistently exceed job requirements may advance a further step within their pay band if recommended by their department head. All step movements (merit increases) will be presented to Council for approval each year.

Staff Comments:

Performance Appraisals have been completed and there are 50 employees that are recommended to receive a one-step increase within their pay band and three (3) of those employees are also recommended to receive an additional step increase within their pay band, effective January 1, 2022.

5 employees are not eligible for a step increase (3 still in probationary period, 1 not on grid, , 1 at job rate).

Financial Implications:

The 2022 Budget assumed a one step increase for all employees on the pay grid. The total increase in wages due to the step increases is \$62,143.62 plus payroll costs such as OMERS, Long Term Disability, EI, etc. This total includes \$3,458.37 for those that qualify for an additional step increase within their pay band.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. Staff recommend that Council receive staff report HR2021-034 as information.
2. Staff recommend that Council approve a one step pay band increase for eligible employees, effective January 1, 2022.
3. Staff recommend that Council approve a two step pay band increase for eligible employees, effective January 1, 2022.

Respectfully Submitted,

HR Approval: *Original Signed By*
Kayla Best, HR Coordinator

Finance Approval: *Original Signed By*
William Gott, Treasurer

CAO Approval: *Original Signed By*
Dave Milliner, CAO

Attachments: None