

EDMONTON

ADMINISTRATIVE PROCEDURE



TITLE

MANAGEMENT/PROFESSIONAL EMPLOYEES' COMPENSATION

NUMBER

A1114C

DEPARTMENT

CORPORATE SERVICES

DELEGATED AUTHORITY

BRANCH MANAGER, HUMAN RESOURCES

CONTACT

**BRANCH MANAGER, HUMAN RESOURCES
496-7800**

DEFINITIONS

DATE

MARCH 4, 2010

External Equity - The design of a salary structure for management/professional employees where the job rate of each salary grade is competitive with relevant markets.

Internal Equity - Is the fairness in the terms and conditions of an individual's employment, including compensation, when compared with those of other employees in the same organization. The City will pursue internal equity with the evaluation and classification of Management and Professional positions using management's job evaluation system. This responsibility has been delegated to the Corporate Job Evaluation Committee for all positions except those requiring a Professional Engineer designation, and for these, the responsibility has been delegated to the Corporate Engineering Committee.

Management/Professional Employees - Individuals employed by the City of Edmonton that are excluded from union bargaining units based on their functioning in a managerial capacity or being members of the architectural, engineering or legal professions and employed in their professional capacity.

Total Compensation - A combination of base salary, benefits and performance recognition pay.

PROCEDURES AND GUIDELINES

The City Manager will review and approve adjustments to the Management/Professional salary structures annually or as necessary.

The City Manager will review and approve the corporate performance reward guidelines and criteria for payment of performance rewards for the Management/Professional employees.

The City Manager will approve any changes to General Manager's positions or classification levels.

The City Manager, on advice from Corporate Leadership Team (CLT), will approve changes to Branch Manager classification levels.

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The General Manager will authorize department salary changes in cooperation with the Human Resources Branch, comply with the Management/Professional Employees' Compensation Directive/Procedure, including the Management Administrative Guidelines, identify inequities, and initiate compensation/job evaluation review processes.

The Branch Manager, Human Resources will develop and administer the corporate job evaluation system, compensation programs and directives for Management/Professional employees as authorized by the City Manager.

The Branch Manager, Human Resources will develop corporate performance reward guidelines including the coordination and audit of annual performance reward process; conduct market salary surveys and recommend revisions to the compensation plan to the City Manager as appropriate.

The Branch Manager Human Resources will authorize all job evaluation changes with the exception of General Managers and Branch Managers, and implement authorized salary changes.

All guidelines that impact the total compensation and job evaluation for Management/Professional employees are outlined in Attachment I - Management Administrative Guidelines.

ATTACHMENTS

Attachment I - Management Administrative Guidelines