

<b>VILLAGE OF EMPRESS</b>	
Title: Employee Rates of Pay	Policy Number: 23-02
Effective Date: November 15, 2023	Revised Date: November 15, 2023

**EMPLOYEE RATES of PAY**

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Policy Statement

The Village of Empress believes that all employees should be paid fairly and equitably.

Purpose

To establish clear guidelines for the rates of pay for each employee.

Procedures

- All employees shall be paid in accordance with the salary and wage schedule established by the Village Council for each wage and salary category.
- All salary and wage categories require the approval of Council
- All salary and wage schedules require the approval of Council.
- The placement of an employee in a salary and wage category shall be determined by reference to the job description of the employee’s position.
- The CAO shall regularly review all salary and wage categories and make any recommendations for changes to Council on a timely basis.
- Subject to performance appraisal, an employee may be eligible for an increase in their rate of pay.
- Any changes in the rates of pay for any employee shall be approved by the CAO.
- At least once a year, the Council shall conduct with the CAO, a confidential appraisal and full review of his/her work performance in accordance with the MGA, Section 205.1.
- At least once a year, the CAO shall conduct, confidentially and individually, an appraisal and full review of the work performance of all administrative personnel and the Public Works Foreman.
- At least once a year, the Public Works Foreman shall conduct in confidence, an appraisal and work review with each permanent employee under his supervision.
- A completed form or written summary of each review shall be signed by both parties and filed with the CAO for future reference.
- Schedule A is the hourly pay grid and shall form part of this policy.

*\*Schedule A is withheld per Freedom of Information and Protection of Privacy Act I, Part 1, Division 2, Section 17.*