

VILLAGE OF EMPRESS	
Title: Employee Rates of Pay	Policy Number: 23-02
Effective Date: November 15, 2023	Revised Date: January 1, 2026

EMPLOYEE RATES of PAY

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.

**Village of Empress
SCHEDULE A
Hourly Pay Grids – 2026**

Level	Hourly	COLA 2026
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Public Works Foreman Full-time (26 hrs/wk)

Level I - Completion of High School diploma or equivalent, Class 5 drivers license, proficient in performance of a variety of repair & maintenance activities in support of roads, cemetery, parks and water and wastewater systems, utilizing a variety of equipment and tools Eligible for Water and Wastewater Level 1 Certification and Spray Application Ticket	I	1	19.00	19.57
	I	2	23.00	23.69
	I	3	27.00	27.81
	I	4	31.00	31.93

Level II - Completion of High school diploma or equivalent, Class 5 drivers license, proficient in performance of a variety of repair & maintenance activities in support of roads, cemetery, parks and water and wastewater systems, utilizing a variety of equipment and tools Be able to do reports and use basic computer skills Eligible for Water and Wastewater Level 1 Certification and Spray Application Ticket Minimum 3 years municipal Experience in a supervisory capacity	II	5	24.00	24.72
	II	6	28.00	28.84
	II	7	33.00	33.99
	II	8	38.00	39.14

Seasonal Public Works Foreman (up to 26 hrs/wk)

Class 5 drivers license, take instruction well, self starter, willingness to learn a variety of repair & maintenance activities in support of roads, parks, garbage pickup, be prepared to utilize a variety of tools and equipment	15.00	15.45
	18.75	19.31
	20.00	20.60

Water and Wastewater Treatment Technician (hours vary)

Wastewater treatment plant lab training and experience Basic mechanical and electrical training, testing chemicals in water sample, using testing and treatment equipment and computer programs to keep records. Attention to detail, communication, problem solving, and critical thinking.	1	18.00	18.54
	2	35.00	36.05
	3	39.75	40.94
	4	45.00	46.35

SCHEDULE A – cont'd

	Level	Hourly	COLA 2026
Interim CAO Full-time (26 hrs/wk)			

Completion of High School, extensive accounting and knowledge of computer software (Munisoft), enrolment in Local Government Certification Program Level 1, minimum 3 years experience in municipal government in a supervisory role, excellent customer relations skills

36.00	37.08
45.00	46.35

Municipal Clerk/Teller Permanent Part-time (up to 26 hrs/wk)			
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Level I - Completion of High School diploma or equivalent, accounting background, experience in customer service, computer software programs and spreadsheets, pass a back ground check and complete ATB training	I	1	18.00	18.54
	I	2	19.75	20.34
	I	3	22.75	23.43
	I	4	28.50	29.36

Level II - Completion of High School diploma or equivalent, accounting background, experience in customer service, computer software programs and spreadsheets, pass a back ground check and complete ATB training Minimum of 3 years experience in municipal government	II	5	22.00	22.66
	II	6	24.00	24.72
	II	7	27.00	27.81
	II	8	30.50	31.42

Assistant to the CAO (up to 26 hrs/wk)			
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Level I - Completion of High School diploma or equivalent, extensive accounting background, knowledge of computer software (Munisoft), background check for signing authority, supervisory experience Enrolment in Local Government Certification Program	I	1	24.00	24.72
	I	2	25.75	26.52
	I	3	28.75	29.62
	I	4	34.50	35.54

Level II - Completion of High School diploma or equivalent, extensive accounting background, knowledge of computer software (Munisoft), background check for signing authority, supervisory experience Enrolment in Local Government Certification Program Minimum of 3 years experience in municipal government	II	5	26.50	27.30
	II	6	30.00	30.90
	II	7	33.50	34.51
	II	8	37.00	38.11