

HUMAN RESOURCES

SECTION E

COMPENSATION - WAGES

Section E

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Horizons Centre	<p style="text-align: right;">Section E: Compensation - Wages Human Resources</p>
Policy E1:	Wage Structures, Rates and Increases
Policy:	<p>Horizons Centre provides employees with wages that are fair and equitable both internally and externally. The salary and wage structures are based on:</p> <ul style="list-style-type: none"> • job classification • job evaluation • procurement of funding • information obtained for similar jobs in the province
Guiding Principle:	
Cross Reference	<ul style="list-style-type: none"> • Canada Revenue Agency • Alberta Employment Standards
Date Approved	January 22, 2008
Revised Date	April 28, 2014

Horizons Centre	<p style="text-align: right;">Section E: Compensation - Wages Human Resources</p>
Procedure E1:	Wage Structures, Rates and Increases
Procedure:	<p>1.1 STRUCTURES</p> <p>The Agency evaluates jobs using the following criteria:</p> <ul style="list-style-type: none"> • job responsibilities as per job description • knowledge, skill and ability required for acceptable performance <p>1.2 RATES AND INCREASES</p> <p>Salary and wage increases are determined and approved by the Executive Director based on budgetary, economic and industry conditions.</p> <p>Promotional increases may be received if an employee is promoted based on the Salary Grid or in recognition of an increase in job responsibilities.</p> <p>The Executive Director may grant special base wage increases in certain circumstances which may include:</p> <ul style="list-style-type: none"> • response to market conditions in order to retain qualified employees • recognition of employee's stage of development (measurable data and documentation support these stages) • unusual or extraordinary conditions which are supported by measurable data <p>Individual Wage Rates and Increases</p> <p>Movement through the salary grid is based upon the following:</p> <ul style="list-style-type: none"> • length of service • satisfactory annual performance evaluation • education (based on agency salary grid) • the employee is not the subject of a performance improvement plan, written warning or suspension
Date Approved	January 22, 2008
Revised Date	April 12, 2018

Horizons Centre	<p style="text-align: right;">Section E: Compensation - Wages Human Resources</p>
Procedure E1:	Wage Structures, Rates and Increases (continued)
Procedure:	<p>1.3 PAYROLL ADMINISTRATION</p> <p>a) Paydays</p> <p>Paydays are bi-weekly (every second Friday).</p> <p>b) Delivery of Cheques</p> <p>Pay cheques will be direct deposited to the employee’s bank account. In the event direct deposit is not possible on payday, cheques will be available for pick up at the Administrative office.</p> <p>Authorization is required in writing if employees are appointing someone else to pick up their cheque. The individual picking up the cheque will sign indicating that they picked up the cheque.</p> <p>Employees needing their cheque mailed to them shall make arrangements with the Accounting/Administrative Assistant.</p> <p>c) Pay Stub and Deductions</p> <p>Pay stub will be e-mailed to the employee at the end of each pay period or included with paper cheques. All deductions required by law such as Federal and Provincial Income Tax, Canada Pension Plan, and Employment Insurance will be subtracted from the pay cheques. There may also be deductions for Horizons Centre programs and benefits beyond those required by law, R.R.S.P., Staff Fund, and Medical Benefits, as well as deductions to pay off a debt or obligation to Horizons Centre or a court order.</p> <p>All payroll records shall be maintained according to applicable legislation.</p> <p>If an employee has any questions regarding deductions made from their cheque, they should discuss it with the Accounting/Administrative Assistant. corrections can be made. Adjustments will be made as soon as possible.</p>
Date Approved	January 22, 2008
Revised Date	April 12, 2018

Horizons Centre	<p style="text-align: right;">Section E: Compensation - Wages Human Resources</p>
Procedure E1:	Wage Structures, Rates and Increases (continued)
Procedure:	<p>1.3 PAYROLL ADMINISTRATION (continued)</p> <p>d) Errors/Adjustments on Pay Cheques</p> <p>If an employee has reason to believe that there has been an error on their pay cheque, they should bring it to the attention of the Executive Director and/or Accounting/Administrative Assistant so that</p>
Date Approved	January 22, 2008
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