

Compensation and Approval Processes

Purpose *To define the process for determination of compensation to ASC employees.*

Policy Statement **Pay Rates:**
In certain situations, pay rates may be specifically prescribed within the contract or agreement with a funder. Wage payment will then be established to correspond with the specifics of the funding agreement.

In situations where funding or revenues allow for the establishment of pay grids, they will be established based on the funds available for the employees working within the contract or program area. Through a motion, the ASC Board of Directors approves the establishment of and changes to these grids.

Increases to individual employees' rates of pay within established grids are approved by the Executive Director/Program Directors. Increases are dependent on availability of funds and employee performance.

Benefits:
A board motion is required for the establishment of or changes to ASC employee benefits plans.

Exceptional Payments Directed by Funders:
In circumstances where funding is provided for the issuing of compensation payments, the issuing of payments will follow the specifications outlined within the contract/agreement. If there is decision making as to the disbursement of the funding, the disbursement is at the discretion of the Executive Director, and may involve consultation from the Board.

Bonuses or One Time Payments/Adjustments:
In situations where bonuses or one time payments/adjustments are not under the direction of a funding agreement/contract, issuing of these is at the discretion of the Executive Director.

Documentation:
Upon hiring, initial compensation is documented in the offer of employment. Subsequent changes to pay rates/benefits and issuing of one time payments/adjustments or bonuses will be documented in a letter and together with the offer of employment, will be maintained on employee files.

Binder(s):	Board					Page:	1 of 1
Section(s):	Finance	A	Mar 31/11	R/R	Nov 30/17		
Program Area(s):							

Compensation and Approval Processes

Pay Rates:

1. In situations where a contract/agreement outlines the pay rate to be paid, the specifics of the contract/agreement will be adhered to. In these circumstances, a change to the pay rate outlined in the contract/agreement does not need a Board motion for implementation.
2. In situations where a contract/agreement or revenue does not outline the specific pay rate, pay grids may be established and these grids must receive Board approval by a motion. These grids will be based on the available contract funds or revenues and the establishment of base pay rates for pay grids must take into account the mandatory additional employment related costs, as well as employee benefit costs.
3. Recommendation for establishment and change to pay grids may be completed in different manners, including recommendations coming from appointed task teams.
4. Once recommendations have been made, they are reviewed by the ASC Board Finance Committee and then forwarded on to the entire ASC Board for review and approval which is recorded in a motion.
5. Employee rates of pay are reviewed in conjunction with their annual performance appraisal for their position. Recommended increases to wages that fall within approved grids are approved by the Executive Director/Program Directors. The approval is indicated on the cover sheet of the annual employee performance appraisal.
6. In situations where a performance appraisal has not been completed, at the discretion of the Executive Director/Program Directors, wage increases that fall within approved grids may still be approved.
7. Any situation where increase to rate of pay is outside of established grids, will require handling by the Executive Director.
8. When a wage increase is approved, a letter of notification is generated, signed by the Executive Director/Program Directors and forwarded to the employee, with notification to payroll.
9. In circumstances of poor performance or failure to meet mandatory training/job requirements, wage increases may be withheld.

Binder(s):	Board					Page:	1 of 2
Section(s):	Finance	A	Mar 31/11	R/R	Nov 30/17		
Program Area(s):							

Benefits:

1. Recommendation for establishment and change to employee benefits may be completed in different manners, including recommendations coming from the Board Finance Committee, appointed task teams or employee vote.
2. Once recommendations for establishment or changes to benefits are made, they go through the Board Finance Committee for review by the entire Board. Final decisions of the Board are made in the form of a motion.

Exceptional Payments Directed by Funders:

1. In situations where funding is provided by a contract or grant for the provision of one time payments or bonuses, the specifications of the contract or grant will be followed.
2. If there is discretion in the handling of the funds for issuing of payments, final approval for the distribution of funds is made by the Executive Director and may involve consultation with the Board.
3. Written documentation of the disbursement of funds will include letters generated for the recipient employees, and completion of any applicable reporting requirements to the funding body.

Bonuses or One Time Payments/Adjustments:

1. The determination for the provision of the bonuses or one time payments/adjustments will be handled by the Executive Director.
2. Distribution of bonuses or one time payments/adjustments will be documented in a letter for the recipient employees, with a copy placed on their file.

Binder(s):	Board					Page:	2 of 2
Section(s):	Finance	A	Mar 31/11	R/R	Nov 30/17		
Program Area(s):							