



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: P44
SECTION: PERSONNEL POLICY	POLICY TITLE: SALARY SCALES AND ADMINISTRATION POLICY

1. PURPOSE

- 1.1. The purpose of this policy is to establish guidelines for the equitable, transparent, and competitive administration of salaries for employees of The Municipality of the District of Argyle. This policy aims to ensure that salary decisions are based on fair compensation practices, market competitiveness, internal equity, and the fiscal responsibility of the municipality. The procedures below are intended to comply with the Nova Scotia Labor Code and applicable Legislation.

2. SCOPE

- 2.1. This policy applies to all full-time, part-time, and temporary employees of The Municipality of Argyle, except for the Chief Administrative Officer, who shall be guided by the contract between Council and the CAO. It governs the establishment, adjustment, and administration of salaries for all job classifications within the municipal workforce.

3. SALARY STRUCTURE

- 3.1. The establishment of salary grades, ranges and evaluation of job classifications are the responsibility of the Chief Administrative Officer (CAO).
- 3.2. The CAO shall prepare annual salary increases, which are reviewed and confirmed by all Department Directors.
- 3.3. *Salary Grades:* A tiered salary system will be maintained based on job classifications. Each job classification will be assigned to a salary grade that reflects the skills, experience, education, and responsibilities required for the position.
- 3.4. *Salary Scale:* Within each salary grade there shall be a defined range (minimum, midpoint, and maximum). The salary scale should consider the following for each position:
- 3.4.1. Skill level required
 - 3.4.2. Education and Qualifications required
 - 3.4.3. Previous or current experience
 - 3.4.4. Supervisory responsibilities
 - 3.4.5. Complexity of the tasks



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3.4.6. Working conditions

3.4.7. Market data for similar positions

3.4.8. Municipal fiscal capacity

3.5. The salary grades and scale are attached as appendix one to this policy and are effective April 1, 2025.

3.6. Market data includes information sought from the Association of Municipal Administrators of Nova Scotia's biennial salary survey, compensation from neighboring municipalities and other data as considered relevant by the CAO.

3.7. Salary scales shall be adjusted annually by the Nova Scotia Consumer Price Index percentage (CPI). The percentage used shall be at the end of December of each year. This inflation rate shall be a minimum of 1.0% and a maximum of 4.0%.

3.8. Salary scales shall be reviewed by Council every three years, or sooner if a salary scale is no longer an appropriate measure for one or more employees. Scale increases outside of the salary scale range must be approved by Council.

3.9. The CAO and the Directors have flexibility to compensate employees within the pre-approved scale, based on the considerations listed in 3.4.

4. SALARY DETERMINATION

4.1. *New Hires:* Starting salaries for new employees will be determined based on qualifications, experience, and internal equity within the salary range of the applicable grade.

4.2. Annual salary increases, shall also be eligible for increase at the rate of Nova Scotia Consumer Price index as of December of each year, with the exception noted in section 3.7. Additional compensation shall be considered when:

4.2.1. There are notable market adjustments for the position that require additional compensation.

4.2.2. There is a new requirement for certification, or the certification was earned by the employee.



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4.2.3. The person has performed exceptionally at the workplace, both in execution and teamwork.

4.2.4. The complexity or working conditions of the position have significantly changed, or

4.2.5. The person has received a promotion and given considerable additional tasks.

4.3. Provided that the salaries remain within the Council approved salary scales, these decisions rest within the authority of the CAO, upon recommendation from the Director of that department.

4.4. Where staff are subject to promotions or be assigned significant additional responsibilities. These job alterations shall require a revised job description within three months of these changes and requires the signature of both the employee and employer.

4.5. Alterations to working conditions or the assignment of additional tasks shall follow the *Nova Scotia Labor Code* or other applicable legislation.

4.6. In the instance where responsibilities have significantly decreased for an employee, salary compensation shall be red circled. A staff member may not receive salary increases of any kind for a period of at least three years, where the salary for the position would have to be reassessed by the CAO and the appropriate department head.

4.7. Section 4.6 does not apply where the change in responsibilities is due to a protected ground under the *Human Rights Act* (e.g. disability).

4.8. In instances where a change in duties or responsibilities arises from a medically supported accommodation, the Municipality shall ensure that all decisions are made in accordance with the *Nova Scotia Human Rights Act*. Employees shall not be penalized, including through reductions in compensation, solely on the basis of a disability or any other protected ground. Any salary adjustments related to such accommodations will be made based on mutual agreement and with due consideration to both the operational needs of the Municipality and its duty to accommodate to the point of undue hardship.

5. PAY TRANSPARENCY AND EQUITY



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- 5.1. *Equity*: The CAO will regularly conduct salary reviews to ensure that all employees are paid equitably, regardless of gender, race, ethnicity, or other characteristics protected by the Charter of Human Rights. Any identified disparities will be addressed in a timely and fair manner.
- 5.2. *Transparency*: Salary ranges for each job classification will be available to employees upon request. Decisions regarding salary administration will be communicated to employees in a clear and transparent manner.
- 5.3. While we encourage open and respectful discussions, compensation concerns should first be addressed through your department head and the CAO to ensure accurate and constructive dialogue.
- 5.4. If an issue is not addressed in this policy, the matter shall be brought to the CAO and the Directors for interpretation, and policy amendment shall be recommended to Council on significant matters related to this policy.

6. BUDGETING AND FISCAL RESPONSIBILITY

- 6.1. *Annual Review*: The municipal budget will include provisions for salary and wage adjustments. The salary budget will be reviewed annually to ensure that it aligns with the municipality's fiscal position and goals.
- 6.2. *Salary Control*: Any salary increases, or adjustment will be within the limits of the approved budget. The municipality will strive to balance fair compensation with responsible fiscal management.



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APPENDIX ONE

Salary Scales and Groupings – Effective April 1, 2025

DIRECTORS/DEPARTMENT HEADS

Includes all department heads of the organization: Finance, Operations, Protection and Recreation.

70,000	76,000	82,000	88,000	94,000	100,000
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MANAGEMENT & CERTIFIED STAFF

Staff that requires a major certification. Examples include Building and Fire inspectors, and certified wastewater operators.

61,000	65,000	69,000	73,000	77,000	81,000
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SPECIALISTS

Includes specialists in their field, such as Information technology, mapping, and taxation.

55,000	58,000	61,000	64,000	67,000	70,000
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SUPPORTERS

Includes supporting service staff members, front end staff and maintenance.

45,000	48,000	51,000	54,000	57,000	60,000
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Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider (7-days minimum)	
Date of Passage of Current Policy	
I certify that this policy was adopted by Council as indicated above.	
 _____	 _____
Warden	Date
 _____	 _____
Chief Administrative Officer	Date



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Acknowledgement of Receipt

I acknowledge that I have received, read, and understood the Municipality of Argyle Salary Administration Policy. I agree to comply with its provisions and understand that this policy is subject to periodic review and revisions.

Employee Name: _____

Date: _____

Employee Signature: _____

DRAFT