

Date: 2023-03-16

Subject: Salary Administration Policy: Minor Revision

Contact: Cynthia Ogbarmey-Tetteh, Director, Human Resources
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Report Number: Corporate Support Services-2023-294

Recommendations:

1. That the report from Cynthia Ogbarmey-Tetteh, Director, Human Resources, dated March 16, 2023, to the Committee of Council Meeting of March 29, 2023, re: Salary Administration Policy: Minor Revision, be received;
2. That the revisions to the Salary Administration Policy HRM-210 as set out in Appendix A, be approved, effective retroactively to March 1, 2023,
3. That staff be authorized to implement and administer the revised policy.

Overview:

- **The City of Brampton's Salary Administration Policy is founded on the principles of building trust and confidence, ensuring transparency, consistency, and equity, and fostering innovation.**
- **Minor revision have been proposed to the approval process for sections 6.1 New Hires (external) and 6.3.1 Promotions (internal) to strengthen accountability.**

Background:

The City is committed to attracting and retaining a high-performing and engaged workforce by investing in our people, creating a culture that empowers employees to deliver customer service excellence, and fostering public trust and confidence.

The updated Salary Administration Policy came into effect on March 1, 2023.

Current Situation:

The Salary Administration Policy enables leaders to recognize and reward top talent by ensuring transparency, equity, and fairness. This policy supports salary administration practices that maintain our progressive market position, while fostering an engaged and innovative workforce. The best practice principles within this policy elevate the level of oversight, compliance, and our commitment to leading industry practices. Our salary administration policy is guided by a series of principles, including, equity and consistency, transparency, market competitiveness, performance contributions, and fiscal responsibility.

The following table outlines recommendations put forward by staff:

Provision	Recommended Revision
6.3 New Hires	Salary offer approvals will occur as follows: <ul style="list-style-type: none">a. <i>Up to 10% above Grade Minimum are approved by the hiring manager and in consultation with the Human Resources division or,</i>b. <i>Above 10% of the Grade Minimum and up to Midpoint of the salary range are approved by the hiring manager and Department Head, in consultation with the Human Resources division.</i>
6.3.1 Promotions (to a higher grade)	When a promotion is the result of a competitive recruit, the increase to be applied to the employee's home base salary can be negotiated as: <ul style="list-style-type: none">a. <i>The greater of up to 10% or Grade Minimum, with the approval of the hiring manager and in consultation with the Human Resources division or,</i>b. <i>Up to Grade Midpoint of the new position. Salary offers greater than 10% and up to the midpoint of the salary range are approved by the hiring manager and Department Head, in consultation with the Human Resources division.</i>

Corporate Implications:

Financial Implications:

None.

Other Implications:

None.

Term of Council Priorities:

This report supports the Council's priority of being a well-run city.

Conclusion:

Effective salary administration balances policy and legislative compliance with flexible, responsive, and agile processes. The City's policy is built on the need to strengthen governance, integrity and accountability while attracting and retaining top talent. Moving ahead, the Human Resources team remains committed to increasing automation and continuous improvement to streamline processes and enhance customer experience.

Authored by:

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Human Resources Director

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Attachments: Salary Administration Policy HRM – 210 (Revised)