



## Town of Antigonish Position Classification and Compensation Policy

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### Scope

The purpose of this policy is to establish procedures for position classification and compensation of non-union employees within the Town of Antigonish. The policy is adopted under authority of Section 65 (r) of the Municipal Government Act.

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### Policy

1. Non-union employee positions shall be classified according to the characteristics of the position including knowledge and skills, decision making, effort, and work conditions.
2. Non-union employee salaries will be reviewed every three (3) years either internally by the Chief Administrative Officer or designate or externally by Request for Proposal.
3. Non-union employee salary ranges are attached as Appendix A. The salary ranges are effective April 1, 2009.
4. Non-union employees who are not at Step 5 of Appendix A are eligible for a salary increase to the next Step, on the anniversary date of hire with the Town of Antigonish, providing the employee receives a "Satisfactory" rating on their annual performance review.
5. Non-union employees are eligible for an annual cost of living increase each April. Effective April 1, 2010, the cost of living increase will be the Consumer Price Index or the increase provided in the Town Works/Facilities Department Collective Agreement, whichever is higher.

#### CAO's Annotation for Official Policy Book

Date of Notice to Council Members of Intent

To Consider (Minimum 7 Days): September 21, 2009

Date of Passage of Current Policy: October 19, 2009

I certify that this Policy was adopted by Council as indicated above.

D. Kasper  
Chief Administrative Officer

October 21, 2009  
Date

Appendix A  
Position Compensation for Non-Union Employees

Position	Step 1	Step 2	Step 3	Step 4	Step 5
Reception Clerk (Recreation)	\$25,356	\$26,086	\$26,868	\$27,674	\$28,505
Stores Clerk	\$33,250	\$34,248	\$35,275	\$36,333	\$37,423
Payroll Clerk/Collections	\$34,504	\$35,539	\$36,605	\$37,703	\$38,834
Water/Sewer Clerk	\$35,730	\$36,802	\$37,906	\$39,044	\$40,215
Electric Utility Clerk	\$35,803	\$36,877	\$37,983	\$39,123	\$40,297
Head Cashier/Tax Clerk	\$38,583	\$39,740	\$40,932	\$42,160	\$43,425
Administrative Assistant (Engineering & Planning)	\$39,209	\$40,385	\$41,597	\$42,845	\$44,130
Fire Inspector/Building Inspector/Safety Officer	\$39,866	\$41,062	\$42,294	\$43,563	\$44,870
By-law Enforcement Officer	\$41,086	\$42,319	\$43,589	\$44,897	\$46,244
Deputy Clerk	\$46,037	\$47,418	\$48,841	\$50,306	\$51,815
Recreation Director	\$46,698	\$48,099	\$49,542	\$51,028	\$52,559
Planner/Development Officer/Building Inspector	\$53,266	\$54,864	\$56,510	\$58,205	\$59,951
Comptroller/Electric Utility Manager	\$76,131	\$78,415	\$80,767	\$83,190	\$85,686
Engineer	\$86,954	\$89,563	\$92,250	\$95,017	\$97,868
Chief Administrative Officer	\$97,375	\$100,296	\$103,305	\$106,404	\$109,596