

COMPENSATION POLICY

Policy Number:	14.123.01 2024PO
Policy Review:	Every 4 Years or upon Legislative Change
Policy Owner (Dept.):	People Services
Reference(s):	Alberta Employment Standards Legislation, Lacombe Police Service Collective Agreement, Council Policy Employee Benefits, Wellness and Recognition

1. PURPOSE OF POLICY

- 1.1. To establish the City of Lacombe's policy regarding staff compensation.

2. POLICY STATEMENT

- 2.1. The City of Lacombe commits to offering a comprehensive compensation program that blends market rates, internal equity and unique job market conditions.

3. APPLICABILITY

- 3.1. This Policy applies to all City employees inclusive of Lacombe Police Service civilian staff, with the exception of those City staff covered by the terms of the Lacombe Police Association Agreement.
- 3.2. Employees subject to an employment agreement and where the terms of an employment agreement conflict with this policy, the terms of the employment agreement shall prevail.
- 3.3. This Policy comes into effect upon approval of Council.

4. ROLES AND RESPONSIBILITIES

- 4.1. Council
 - 4.1.1. To approve this Policy.
- 4.2. Chief Administrative Officer
 - 4.2.1. To determine the delivery of a compensation strategy that enables the City to provide fair, comparable and sustainable compensation for employees.
 - 4.2.2. To ensure staff compliance with this Policy.

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5. POLICY DETAILS

- 5.1. The City of Lacombe’s overall approach to the compensation program is a pay band system blending market data and internal equity. Pay bands and rates are based on market data, internal equity and ability to pay.
- 5.2. A market survey shall be conducted every second calendar year unless otherwise directed by Council. For each intervening year, the City shall explore general salary and wage adjustments applied by the comparison group and shall consider this information in making any recommended changes to the compensation structure and/or band pay ranges.
- 5.3. Compensation and Cost of Living Adjustment Calculation
 - 5.3.1. Salary Survey Years – Effective January 1 of the following year, the adjustment, if any, to the pay band salary ranges is based on salary survey results and cost of living adjustment.
 - 5.3.2. Non-Salary Survey Years – Effective January 1 of the following year, the adjustment, if any, to the pay band salary ranges will be based on cost of living adjustment.
- 5.4. The comparator municipalities are:
 - 5.4.1. Cities: Camrose, Fort Saskatchewan, Wetaskiwin
 - 5.4.2. Towns: Beaumont, Blackfalds, Cochrane, High River, Olds, Stony Plain, Strathmore, Sylvan Lake
- 5.5. Market Rate is set at the median (50th percentile) of comparable municipalities.

6. END OF POLICY

Original Signed _____
Signature of Mayor

Original Signed _____
Signature of CAO

Approved by Council November 12, 2024
Date

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Date

POLICY RECORD

Approval and Amendment History

Date of Council Meeting	Council Motion Number	Description
September 10, 2018	18-303	Approval of policy
November 12, 2024		Approval of policy

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Review History

Date of Policy Owner's Review	Description/Action Taken or Required
November 2024	Review and update of policy