

POLICY: Non-Union General Salary and Benefit Approval

Number: 1-023

Developed by: VP, Human Resources and Support Services	Review or Revision by: Board of Directors
Approval Date: Initial: June 2007 Review or Revision Date: May 28, 2013, May 2016, April 2019, May 2022	Review or Revision Date: Every Three Years
Approved by: Board of Directors	Signature(s): _____

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1. Policy Statement

With the intent to strategically maintain salaries and benefits at fair, equitable and fiscally responsible levels, the Administration and Facilities Committee of the Board shall, on an annual basis or at such other time as deemed appropriate, consider general salary and benefit recommendation(s) from the Senior Leadership Team.

The non-union salary and benefits recommendation will be incorporated into the annual operating budget.

In arriving at any recommendation(s), the following shall be considered:

- i. Legislative requirements and obligations (e.g. Pay Equity),
- ii. Hospital sector union trends and settlements,
- iii. Strategic factors including fiscal considerations,
- iv. Internal hospital comparisons,
- v. Market pressures (i.e. the hospitals non-union trends, community trends),
- vi. Fiscal realities, and
- vii. Other factors deemed appropriate.

2. Risk

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Failure to follow this policy would result in hospital staff not being provided with competitive salaries and benefits thus compromising staff retention/recruitment.

3. Process:

- 3.1 Senior Leadership Team will develop a recommendation for non-union salary and benefits using the considerations found in section 1.
- 3.2 Senior Leadership Team will present the recommended non-union salary and benefits as a component of the annual operating budget to the Administration and Facilities Committee.
- 3.3 Recommendation for approval of the annual operating budget from the Administration and Facilities Committee of the Board shall be forwarded to the Board of Directors for approval.