

Salary / Wage Review Policy

It is the Policy of St Chads Communication Centre Trust to review wages and salary reviews in a timely manner and in association with the appraisal process. This is in keeping with being a good employer and to facilitate budget planning. The Trust also acknowledges that Salary/Wages are one way to recognise staff performance and aid in staff recruitment and retention.

We will do this by:

- ensuring that resources are in place to pay for increases in salary based on the appraisal process
- ensuring obligations under the Care and Support Worker (Pay Equity) legislation are met
- Undertaking regular reviews of Salary/Wage market rates for key staff positions

This Policy is for the benefit of staff and Board.

The General Manager is responsible for ensuring this Policy is adhered to and any non-compliance with this Policy may be included in performance and appraisal processes at the discretion of the Board Chairperson

Guidelines

1. Salary and wage reviews for staff will be carried out by the General Manager in consultation with the Trustees. These will be based on the appraisal process from which a recommendation regarding any increase in wages will be submitted by the General Manager for Board approval and for implementation from the date of opening in the new calendar year
2. Salary review for the General Manager will be carried out by the Board Chair and delegated trustee as a part of the appraisal process. A recommendation for change to the General Managers package will be made to the Trustees immediately on completion of the appraisal for implementation on the employment anniversary of the General Manager
3. The budget will include variations to salary/wages anticipated by the General Manager for the coming year based on;
 - i. Staff appraisals
 - ii. Annual cost of living adjustment approved by the Trustees the previous November
 - iii. Exceptional performance
 - iv. Expected achievement of qualifications and/or promotions

Based on the projected Fiscal status of the organisation:

4. Employees will be advised to any changes to their remuneration at the time the change is enacted
5. A recommendation regarding any increase in wages related to an increase in the cost of living index, will be submitted for Board approval in November each year for implementation at the start of the following calendar year.
6. Cost of living adjustments (if applicable) will take into account, the latest data regarding the Consumer Price Index (CPI) as well as St Chads' ability to pay
7. The General Manager may at any time make an individual submission for immediate Board approval and implementation for payment of increase in wages based on exceptional performance or promotion by any individual
8. The General Manager will make allowance in the annual budget for long service, expected achievement of qualifications and/or for anticipated promotion of staff up the wage and salary scale. Subject to budget approval, the General Manager will implement the pay increases when the anticipated event occurs
9. St Chads may also consider other appropriate means to recognise performance including (but not limited to) bonuses, gifts, flexible working arrangements, promotion and covering of named expenses, rather than a salary/wage increase
10. It is the responsibility of the employee to advise the General Manager in writing with supporting documentation of any change to their Pay Equity level
11. The Trust will periodically undertake a market rate assessment for key staff positions as part of the Salary/Wage review to ensure key personnel have good retention

Supporting Documents

- Care and Support Worker (Pay Equity) Act

- Appraisals Policy
- Recruitment Policy

Document Control Parameters:

The provisions of this Policy supersede and replace all previous Salary and Wage Review Policies.

Policy Review:

This Policy is to be formally reviewed every second year.

St Chads Communication Centre		
Date ratified: March 2008	Date reviewed: June 2020	Next review: June 2022