



POLICY – HR 08

SALARY GRID

APPROVAL DATE:	2006-11-03	CROSS-REFERENCE:	
RESPONSIBILITY:	Administration		
APPROVER:	Council	APPENDICES:	
REVISION DATE (s):	2010-11-07, 2010-12-37, 2011-12-7, 2012-03-37, 2018-11-19, 2020-11-09	REVIEW DATE:	2021

POLICY STATEMENT

To establish the hourly rates of pay for Employees of the Village of Marwayne.

OBJECTIVE

To ensure hourly rates of pay are consistent with the cost of living and comparable municipalities.

DEFINITIONS

CAO is the Chief Administrative Officer for the Village of Marwayne in the Province of Alberta.

Employee is a full-time permanent Employee of the Village of Marwayne in the Province of Alberta.

Employer is the Village of Marwayne in the Province of Alberta.

Village is the Village of Marwayne in the Province of Alberta.



GUIDING PRINCIPLES

This policy applies to all Village of Marwayne Employees, apart from those Employees with an employment contract.

The salary grid for the Village of Marwayne is as follows:

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Public Works Foreman	\$22.72	\$23.97	\$25.22	\$27.14	\$29.12	\$30.68	\$32.18
Public Works Labourer	\$17.50	\$19.00	\$20.50	\$22.00	\$23.00	\$24.00	\$25.58
Administrative Assistant	\$17.50	\$19.00	\$20.50	\$22.00	\$23.00	\$23.85	\$24.58
Summer Student	\$15.00	\$16.00	\$16.50	-	-	-	-

ROLES & RESPONSIBILITIES

ROLE/TASK	TITLE (s) OF PERSON RESPONSIBLE
HANDLING INQUIRIES & COMMUNICATING POLICY	Chief Administrative Officer
MONITORING REVIEWS AND REVISIONS	Administrative Assistant

EXEMPTIONS

Overtime is paid at 1.5 times the hourly rate of the Employee and is subject to approval by the CAO.