

VIC JUBA COMMUNITY THEATRE POLICY

Title: **Salary**

Effective: **March 30, 2004**



1.0 Purpose

- 1.1 This policy allows the employer to attract and retain qualified employees required to operate and maintain an efficient performing arts facility.
- 1.2 The guidelines provide for a fair and equitable administration of salary policies.

2.0 Principles

- 2.1 Be able to attract employees with the necessary skills and expertise.
- 2.2 Offer salaries that compare favourably with others in the industry as well as within the community.
- 2.3 Allow for advancement based on performance.
- 2.4 Provide opportunities for employees to enhance their skills through training and the use of current technologies.

3.0 Salary Ranges

- 3.1 The Finance and Administration Committee will review and adjust salary ranges for each job description on an annual basis. All changes are subject to Board approval.
- 3.2 Consideration will be given to the responsibility level of the employee relative to that of employees in other departments.
- 3.3 Comparisons will be made with other employees in the area. One of those employers shall be the City of Lloydminster.

4.0 Salary Administration

- 4.1 Employees will be hired within their applicable salary range and their placement in the range will be directly related to their skill level and experience.
- 4.2 All employees hired before July 1 of any year, except for the General Manager, will have their salary reviewed after 3 months' service.
- 4.3 Salary adjustments will be based on performance, increased responsibility levels and/or promotion.

- 4.4 All salaries will be reviewed annually and any adjustments will be effective on January 1 of each year.
- 4.5 No deviation from this policy can be made without Board approval.