

The Corporation of the Township of Huron-Kinloss



BY-LAW

2021-96

Being a By-Law to Adopt a Salary Protection Policy for the Township of Huron-Kinloss

WHEREAS The Council for The Corporation of the Township of Huron-Kinloss deems it expedient to establish policies;

AND WHEREAS the Municipal Act S.O. 2001, c 25, Section 5(3), as amended provides that a municipal power, including a municipality's capacity rights, powers and privileges under Section 9, shall be exercised by By-law;

NOW THEREFORE the Council of The Corporation of the Township of Huron-Kinloss enacts as follows:

- 1.0 That the Corporation of the Township of Huron-Kinloss Council hereby adopts the Salary Protection Policy as contained in the attached Schedule "A" to this by-law.
- 2.0 This By-Law shall come into full force and effect upon final passage.
- 3.0 This By-Law may be cited as the "Salary Protection Policy By-Law"

READ a FIRST and SECOND TIME this 16th day of August 2021.

READ a THIRD TIME and FINALLY PASSED this 16th day of August, 2021

Mitch Twolan, Mayor

Emily Dance, Clerk



The Corporation of the Township of Huron-Kinloss

Policy

Section: 3.0 Human Resources

Policy: Salary Protection Policy

By-Law: 2021-96

Date: 16 August 2021

Revision: N/A

Coverage:

This policy shall apply to all non-union employees of the Township of Huron-Kinloss.

Policy Statement:

The Township of Huron-Kinloss recognizes that an employee may be entitled to salary protection (also known as “red circling”) when they are adversely affected by the reclassification of their position or reassignment to another position due to circumstances beyond the employee’s control. The purpose of this policy is to outline standards and procedures when red circling is considered to ensure fair and equitable treatment of employees.

Legislative Authority:

N/A

Contents:

Red Circle Rate

Red circle rate is defined as the maintenance of an employee’s salary to provide salary protection when the position has changed and/or reclassified such that the new pay grade established is lower than the old pay grade. The red circle rate continues until the salary range for the reclassified position meets or exceeds the employee’s red circled salary.

Reclassification

When there is a change to the duties, responsibilities and qualification of a position as outlined in the Job Classification & Evaluation Policy or other reason that a re-evaluation is warranted, it may be necessary to revise the position description and re-evaluate the position using the job evaluation system. The reclassification may result in moving the position on the salary grid; either an adjustment upward, downward or there may be no change at all.

Procedures

Red circling of a position may occur as a result of:

- Evaluation of the position through a new job evaluation methodology
 - Reclassification of a position using the job evaluation system
 - Reassignment to another position, including workplace accommodation
 - Cessation of a market demand adjustment
1. The employee shall stay at their current salary (which exceeds the new maximum) and remain at this salary until the salary range for the reclassified position meets or exceeds the employee's red-circled salary.
 2. The employee will not receive further economic increases for cost of living or inflationary adjustments until the salary range rises to meet the red-circled salary rate. At this time the wages is no longer red-circled.

Note: Salary protection does not apply to an employee who voluntarily applies to a posted opportunity and is successful in the selection process, or when an employee voluntarily accepts an appointment to a lower rated position.