

Title: Exempt Employee Compensation Policy		Policy No: 30.45 Supersedes: N/A
Effective Date: 2026	Amended Date:	Review Date: 2028
<p>Policy Statement: The City of Maple Ridge will adhere to the Exempt Compensation Policy when attracting, engaging, and retaining exempt employee talent in order to ensure internal equity, fairness, and enhanced performance management practices while embracing innovation and design. This practice, in alignment with the Exempt Total Compensation Philosophy, will allow the City to move forward with achieving Council’s strategic priorities and the City’s Human Resources strategic plan.</p>		
<p>Purpose: To provide a transparent and consistent framework for determining and managing compensation for exempt staff, to be able to attract and retain the right employee resources to ensure Council Strategic Priorities and Objective and Key Results (OKR) are achieved. Consequently, what the external market pays for different work performed is important.</p>		
<p>Scope: This Exempt Compensation Policy will apply to all exempt employees, except for the Chief Administrative Officer (CAO) role.</p>		
<p>Definitions: Exempt Total Compensation Philosophy means the philosophy in which the City targets its total compensation pay levels to be equal to the 65th Percentile Total Compensation provided to comparable positions by the City’s Comparison Organizations. 65th Percentile Total Compensation means that the City targets salaries and total compensation that are equal to 65% of what the City’s Comparison Organizations provide for similar roles, and lower than what the top 35% of employers pay. Total Compensation means the total compensation package provided to exempt employees, including salary, perquisites, group and retirement benefits, and paid time off. City’s Comparison Organizations consist of an array of public and private organizations of similar size and scope where relevant, that compete for similar talent. City’s Strategic Priorities means the City’s five Strategic Priorities which are informed by the Mission, Vision and Core Values and will guide the decisions and actions of the City. They consist of</p>		

Livable Community, Climate Leadership and Environmental Stewardship, Engaged Healthy Community, Diversified Thriving Economy, and Governance and Corporate Excellence.

Procedures:

Market Review

1. The Director of Human Resources will work with an independent compensation consultant every *four years* to conduct an external market review of exempt Total Compensation. The review will be based on a number of factors, including the City's Exempt Total Compensation Philosophy and the City's Comparison Organizations. *The review will commence in the fourth year of the cycle (Q1/Q2), with completion and implementation occurring by Q3/Q4 of the same year.*
2. *The four-year cycle is designed to align implementation with the midpoint of Council's term, ensuring appropriate governance oversight while avoiding implementation during a municipal election year. For example:*
 - *Review initiated in Q1 2024 and implemented in Q3/Q4 2024.*
 - *New Council elected in 2026.*
 - *Next review initiated in Q1 2028 and implemented in Q3/Q4 2028.*
3. The Director of Human Resources will provide recommendations to the Chief Administrative Officer ("CAO") for adjusted salary ranges based on the exempt market review, with the aim to be equal to the 65th Percentile Total Compensation.
4. The CAO will be responsible for reviewing and endorsing any recommended adjustments to the salary ranges.
5. The Director of Human Resources will present the endorsed recommendations to Council, for Council's decision thereon through council resolution.

General Wage Increase

1. The Director of Human Resources shall review and, as necessary, adjust exempt salary ranges to maintain alignment with the general wage increases (cost of living adjustments) established through the CUPE collective agreement.

Administration:

The Director of Human Resources will be responsible for the administration, maintenance, and operational modifications of this Policy.

Consequences:

Failure to adhere to the Policy will hinder the City's ability to attract, engage and retain the exempt staff talent required to achieve Council's key strategic priorities.

Breaching the Policy could have both short-term and longer-term consequences for the City and its citizens.

<p>Accommodations: If the City's budget will not allow the City to achieve its targeted compensation levels relative to the market, the Director of Human Resources shall develop and implement a plan to achieve its targeted compensation levels over several years. The CAO will be responsible for reviewing and endorsing the plan for subsequent presentation to Council for Council's decision thereon.</p>		
<p>(Administration Only)</p>	<p>Signature</p> <p>_____</p>	<p>Date Signed</p> <p>_____</p>
<p>Resolution No.:</p>		