

## Ingersoll Support Services Inc.

### Policy: Employee Compensation

**Policy # A 4**

Section: Administration

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Review Date: March 22 2019

Ministry requirement - yes

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*Ingersoll Support Services will establish and maintain a compensation grid for all hourly and salaried employees of the organization.*

### Procedure:

1. The Board of Directors will review all compensation grids for employees of Ingersoll Support Services.
2. Rates of pay will be determined annually, by the Executive Director, through the budget approval process. Increases are determined through a negotiated process with the funding source.
3. A compensation grid outlining the wage range for each job classification will be established. Each range will specify four rates of pay, or a four level grid.
4. New employees typically begin at Level 1, unless the Executive Director approves remuneration at a different level on the grid, based on the qualifications and experience of the prospective employee.
5. The number of hours worked and/or individual negotiation with the agency determines progression through the four levels of the grid for a particular job classification.
6. An employee reaching the top of the grid will only receive additional compensation if the grid itself is increased based on negotiations with the funding source.
7. Employees, transferred, demoted, promoted or moved by any other means, to another position will be compensated at the rate of pay consistent for the position to which they move.