



AIDS COMMUNITY CARE MONTREAL • SIDA BÉNÉVOLES MONTRÉAL

Salary Structure Policy

General Objective

In an effort to reduce employee turnover, as well as to reward employees for the length of service to the organization the following salary structure has been put into place. This policy forms part of the *ACCM Personnel Code*.

Whenever financially possible, the basic rate will increase at the beginning of the fiscal year according to the rate of inflation as determined by Statistics Canada for the previous year.

In addition to the increase due to the rate of inflation, there is an additional increase based on years of service.

The Basic Rate for a Position: \$ x.xx

After 1 year of employment: \$ x.xx plus 2% of the basic rate
After 2 years of employment: \$ x.xx plus 4% of the basic rate
After 3 years of employment: \$ x.xx plus 6% of the basic rate
After 4 years of employment: \$ x.xx plus 8% of the basic rate
After 5 years of employment: \$ x.xx plus 10% of the basic rate
After 6 years of employment: \$ x.xx plus 13% of the basic rate
After 7 years of employment: \$ x.xx plus 16% of the basic rate
After 8 years of employment: \$ x.xx plus 19% of the basic rate
After 9 years of employment: \$ x.xx plus 22% of the basic rate
After 10 years of employment \$ x.xx plus 25% of the basic rate

All employees, during their probationary employment period, will receive \$0.50 per hour less than the basic rate for their position. This is the rate that will be posted for the position. The salary rate will be increased only upon completion of the evaluation. If the evaluation is delayed, the salary rate increase, if applicable, will be applied retroactively to the time the evaluation should have been completed.

To recognize the experience and/or qualifications of new employees who are hired, ACCM has the possibility to place them in the salary range corresponding to this experience and/or qualifications.

If the Executive Director considers that a new employee should start above the basic rate, s/he will make this recommendation to the Administration and Personnel Committee, which shall make the final decision. A new employee with little, or no pertinent experience in the position for which they have been hired will earn the basic rate. However, if it is deemed that the new employee has the experience that justifies suitable recognition, they can begin at the salary rate equivalent to any of the other levels.

*Adopted 20 January 2003,
Revised 25 May 2009*