



PAY GRID STRUCTURE & POLICY

A. Overview

In accordance with BBBS Canada National Standards, management developed and approved a formal pay grid structure for Big Brothers Big Sisters of Guelph, reviewed on an annual basis.

Big Brothers Big Sisters of Guelph's compensation structure is centred around "pay bands," similar to the practices used at the University of Guelph and the Co-operators, among others. Each job at BBBSG falls into one of five bands, which have "Development," "Market," and "Premium" zones. Each zone corresponds with a range of hourly compensation, as demonstrated below.

The wage spectrum of these bands are not confidential information; however, it is the responsibility of management to communicate with each staff member, informing them which band their job falls into, which is a private conversation.

The intention of this exercise is to a.) Add formality to the agency's compensation framework, and b.) Increase transparency, especially as it applies to job postings.

The pay grid system is subject to annual review by the board of directors, and any changes that emerge from the policy review process will be subsequently communicated by management to staff.

B. Pay Bands

Pay Band	Development Zone	Market Zone	Premium Zone
5	\$37.50 - \$42.86	\$42.87 - \$48.21	\$48.22 - \$53.57
4	\$24.65 - \$27.32	\$27.33 - \$29.99	\$30.00 - \$35.35
3	\$22.66 - \$25.47	\$25.48 - 27.81	\$27.82 - \$31.06
2	\$19.29 - \$22.50	\$22.51 - \$25.71	\$25.72 - \$28.92
1	\$18.64 - \$20.89	\$20.90 - \$23.57	\$23.58 - \$27.85

*Note that the Executive Director and Board of Directors maintains a separate and confidential file that expands on the table above by assigning each position/job category to one of the five bands.

Approved: November 20, 2019

Revised: January 6, 2023

C. Policies/Best Practices Within the Structure

- Whenever a new job is posted, the corresponding band (range) will also be disclosed on the posting
- New hires where the required amount of previous experience is <2 years will always/only be compensated in the "development zone" for their respective band, unless otherwise approved by the board of directors/Executive Director
- When >2 years of experience is required for a new hire, the Executive Director will use discretion in the offered band/wage, which may include immediately offering compensation in the Market Zone
- After 18 months of service time in one's current position/band, staff members will be elevated to the "Market Zone" of compensation, if they have not reached that level of compensation already through discretionary or merit-based increases
- BBBSG is committed to annual cost-of-living wage increases for all staff members of *at least* 1.5%
- The pay bands will change (increase) each year by the same percentage as cost-of-living increases
- Opportunities to access the "premium zone" of compensation for a staff member's current job will be based on exemplary work ("Exceeded Expectations"), which is measured through mid-year and annual performance evaluations, taking place midyear and year-end.
- Managerial discretion applies when it is deemed appropriate to offer opportunities to staff to complete exemplary work and be compensated accordingly.
- The Employer, in considering any additional increases in salary, shall consider factors including but not limited to: a) Employee's performance; b) inflation factors; c) overall funding available.
- Specific staff compensation figures are expected to remain confidential between staff members and their manager, with Executive Director/Board oversight