



# boabc

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<b>TITLE:</b>	<b>STAFF ANNUAL SALARY REVIEW</b>	<b>4.14</b>
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**DATE APPROVED:** May 24, 2015

**SIGNED:** Frankie Victor (Secretary)

**POLICY:**

Prior to the January meeting of the BOABC Executive Committee, the Executive Director shall obtain a compensation report from the Hays Group, or other approved compensation consultant. The Consultant's report shall provide a compensation range from selected similar, broader public sector organizations, for comparison to the BOABC staff positions. It is the intent of the BOABC to keep staff salaries in the 50<sup>th</sup> (median) percentile of the range proposed for each position. The Executive Director shall conduct an annual performance review for all staff and provide a recommendation report to the President. The Executive Director's performance review shall be carried out by the President and Past President. The recommended annual salary adjustment may be incorporated into the BOABC draft annual budget. The staff salary adjustments are subject to the approval of the Executive Committee and are implemented at the start of the fiscal year on April 1<sup>st</sup>.

**POLICY OBJECTIVE:**

To enable the salary adjustments to be incorporated into the draft budget that is presented to the BOABC Executive Committee for approval.

**POLICY JUSTIFICATION:**

To insure that any annual salary adjustments awarded to BOABC staff are in line with the average of that awarded by other public sector organizations.