



Administrative Employee Compensation Policy # HR-022

Board Approved Motion #25-107 Date August 13, 2025
Replaces Policy # 15.1 Employee Compensation
Review Cycle 3 years

Purpose

The BESC Board recognizes that administrative employee compensation should be structured to attract and retain competent and qualified staff and to appropriately reward consistent and sustained performance.

Definitions

Anniversary Date - means the recurring date that marks one full year of continuous employment with BESC.

Employee Performance Review: Formal, written reviews of employee performance as established by BESC policy.

Exceptional Performance: The employee demonstrates exceptional performance in one or more areas during the period of the Performance Review, while meeting the remaining position requirements in a satisfactory manner.

Satisfactory Performance: The employee meets all position requirements satisfactorily.

Procedure

Establishment of Salary Ranges:

1. The REM will review the pay grid every three (3) years to ensure wages are competitive with similar positions within the region. The pay grid may be reviewed earlier if market conditions or economic pressures warrant an earlier review.
2. The Board will determine the Regional Emergency Manager Salary range.

Starting Salaries:

3. Starting salaries within the approved salary ranges will be determined by the employee's supervisor, taking into consideration relevant education, experience, and qualifications.
4. In the event an employee is hired who is less than fully qualified for the position, the starting salary may be less than the minimum of the salary range. However, in no case will the starting salary be less than 90% of the minimum of the salary range.
5. Provided that the salary range for a position is not changed, the Regional Emergency Manager may exceed the established salary range for an individual employee for recruitment purposes.

Salary Increases:

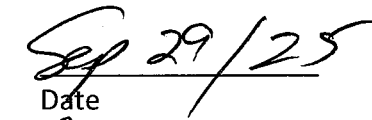
6. No increases will occur during an employee's probation period.
7. Provided that the salary range for a position is not changed, the Regional Emergency Manager may award additional increases or other compensation for retention purposes or to recognize Exceptional Performance.
8. Salary increases are effective the first day of the pay period within which the Anniversary Date falls. Retro-active pay for increases will be limited to three (3) months.

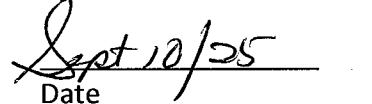
Related Documents

- Policy HR-023 Employee Performance Reviews
- Pay Grid


Board Chair


Board Vice Chair


Date


Date