



## STAFF REPORT ACTION REQUIRED

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### Non-Union Compensation for 2011

<b>Date:</b>	April 4, 2011
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### **SUMMARY**

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At its meeting on February 28, 2011, City of Toronto Council approved: (a) a cost-of-living increase of 2.25% for non-union City staff, effective January 1, 2011; and (b) continuance of the performance-based increases for progression through the salary range, for non-union City staff eligible for such increases.

The purpose of this report is to obtain approval from the Library Board for the same cost-of-living and performance-based increases for Library non-union employees, as was approved by City Council for non-union staff at the City.

The annual cost of the 2.25% cost-of-living increase is \$425,672. The City of Toronto will be making an adjustment to the Library's 2011 operating budget to fund the cost increase.

### **RECOMMENDATIONS**

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**The City Librarian recommends that the Library Board:**

1. approves a 2.25% cost-of-living increase for non-union employees, effective January 1, 2011; and
2. continues in 2011, the performance-based increases for progression through the salary range for eligible non-union employees, in accordance with the following terms of the City of Toronto compensation plan:
  - a. non-union employees may receive a zero (0) to three (3)% increase in 2011 based on the objectives that were established for their performance and the work performed in 2010; and
  - b. employees who have reached the top of the salary range are not eligible for a performance-based increase in 2011.

## **FINANCIAL IMPACT**

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The annual cost of the 2.25% cost-of-living increase is \$425,672. The City of Toronto will be making an adjustment to the Library's 2011 operating budget to fund the cost increase, and this has been confirmed with City Finance staff.

Funding for the performance-based increases for progression through the salary range for eligible non-union employees was included as part of the approved 2011 operating budget.

The Director, Finance and Treasurer has reviewed the financial impact statement and is in agreement with it.

## **BACKGROUND AND COMMENTS**

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The Toronto Public Library Board at its meeting on March 24, 2003, approved a compensation plan for non-union employees, which was modelled on the City of Toronto's plan and used the City Grades for salary ranges. Since that time, the Library Board has approved the same annual cost-of-living and performance-based increases as the City of Toronto, including those years for which there was no increase.

At its meeting on February 23 to 24, 2011, Toronto City Council approved the following two compensation adjustments for non-union City staff: (a) a cost-of-living increase of 2.25% for non-union City staff, effective January 1, 2011; and (b) continuance of the performance-based increases for progression through the salary range, for non-union staff eligible for such increases.

The City's performance-based increases provide to eligible non-union employees a zero (0) to three (3)% increase in 2011, based on the objectives that were established for the employee's performance and the work performed in 2010. Employees who receive a performance rating of 'Met Objectives' are eligible for up to three (3)%; employees who receive a rating of 'Developmental' are eligible for up to one (1)%; and employees who receive a rating of 'Did Not Meet Objectives' receive a zero (0) increase. The performance-based increases cannot result in the employee's salary moving beyond the maximum for the range; and employees who have reached the top of the salary range are not eligible for a performance-based increase in 2011.

This report recommends that for 2011, the Library Board approve the same cost-of-living and performance-based increases for non-union Library staff, as was approved by City Council for non-union City staff.

## **CONTACT**

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## **SIGNATURE**

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City Librarian