



STAFF REPORT ACTION REQUIRED

13c.

Employee & Labour Relations Committee – Non-Union Compensation – 2012 and 2013

Date:	September 24, 2012
To:	Toronto Public Library Board
From:	Employee & Labour Relations Committee

SUMMARY

The purpose of this report is to recommend the Toronto Public Library Board's approval of the Employee & Labour Relations Committee's recommendation at its September 4, 2012 meeting to obtain the same 2012 and 2013 market-rate adjustments and performance pay increases for all non-union employees of Toronto Public Library, and the same changes to the benefits plan, as approved by City Council.

At its meeting on July 11 - 13, 2012, City Council approved market-rate adjustments and performance pay increases for all non-union employees of the City, for 2012 and 2013; and Council also approved changes to the benefits plan for non-union staff, effective January 1, 2013.

The Toronto Public Library's compensation plan for non-union employees has been modelled on the City's plan since 2003. The approval of the recommendations in this report will ensure that the Library will continue to have a non-union compensation plan modelled on the plan for City non-union employees.

RECOMMENDATIONS

1. adopts the same market-rate adjustments and performance pay increases for 2012 and 2013, for all non-union employees of Toronto Public Library, as were approved by City Council for City non-union employees, and as identified below:
 - A. For 2012:
 - i. Performance based increases for progression through the salary range will be 0% to 3%, based on the objectives that were established for an employee's performance and assessing the work performed by the employee in 2011. The Performance pay increases are as follows: Did Not Meet Objectives – 0%; Developmental – 1% ; and Met Objectives – 3%;

- ii. For those employees who have reached the top of the salary range, there is a re-earnable lump sum payment of up to 0%, 1% or 3%, based on the 2011 performance rating, and 2011 earnings;
- iii. The annual market-rate adjustment (cost-of-living) will be 1.9%; and
- iv. The market-rate adjustment and performance pay adjustment are retroactive to January 1, 2012.

B. For 2013:

- i. A new Performance Pay system is introduced effective January 1, 2013, based on the assessment of work performance in 2012, with performance ratings and pay increases for progression through the salary range, as follows: Unsatisfactory – 0%; Meets Most But Not All Expectations and/or Developmental – 1%; Meets Expectations – 2%; and Exceeds Expectations – 3%;
- ii. For those employees who have reached the top of the salary range, there is a re-earnable lump sum payment of up to 0%, 1%, 2% or 3%, based on the 2012 performance rating, and 2012 earnings;
- iii. The annual market-rate adjustment(cost-of-living) will be 1.9%;
- iv. The market-rate adjustment and performance pay adjustment are effective January 1, 2013; and
- v. The new Performance Pay system includes ‘targets’ for the allocation of performance ratings, as follows:

Performance Review Levels	Performance Target Allocations*	Performance Financial Rewards
Unsatisfactory	3% of staff complement	0%
Meets Most But Not All Expectations and/or Developmental	10% of staff complement	1%
Meets Expectations	70% of staff complement	2%
Exceeds Expectations	Up to 20% of staff complement	3%

*Approximate allocations

- 2. approves the same changes to the non-union benefits plan, as were approved by City Council for City non-union employees, and as identified in the chart below and effective January 1, 2013:

Benefit Type	New/Changes to Provisions
Drugs	Dispensing Fee Cap of \$9.00
Physiotherapy	\$2,000.00 maximum per person, per year
Orthopaedic Devices	One device every 2 years for persons over 18 years of age (for persons 18 and under, the entitlement remains one device per person per benefit year) and payment will be limited to the cost of the modification on the device
Dental	One year lag on Ontario Dental Association (ODA) Fee Guide
Health Care Spending Account	\$50 for single and \$100 for family coverage
Paramedical Coverage	Eliminate the option for \$800 for one (1) practitioner
Dental	Move from six to nine month Recall for routine exams only for adults

DECISION HISTORY

The Employee & Labour Relations Committee met on September 4, 2012 and approved a recommendation to the Toronto Public Library Board for approval of the same 2012 and 2013 market-rate adjustments and performance pay increases for all non-union employees of Toronto Public Library, and the same changes to the benefits plan, as approved by City Council.

The recommendations to the Board are unchanged from what was recommended to the Employee & Labour Relations Committee.

BACKGROUND INFORMATION

(September 4, 2012) Attached report from the City Librarian to the Employee and Labour Relations Committee regarding the same 2012 and 2013 market-rate adjustments and performance pay increases for all non-union employees of Toronto Public Library, and the same changes to the benefits plan, as approved by City Council.

CONTACT

Dan Keon; Director, Human Resources; Tel: 416-395-5850; Fax: 416-395-5925;
Email: dkeon@torontopubliclibrary.ca.

SIGNATURE

Jane Pyper
City Librarian

ATTACHMENTS

Attachment 1: *Non-Union Compensation – 2012 and 2013* report to the September 4, 2012 Employee and Labour Relations Committee meeting