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To:                   Toronto Public Library Board – May 10, 2004  
From:                City Librarian  
Subject:             **Performance Pay for Non-Union Staff**

Purpose:

To obtain from the Toronto Public Library Board approval for the implementation of the 2004 Market Rate and Performance Pay adjustment for the non-union employees of the Toronto Public Library.

Funding Implications and Impact Statement:

The annual cost of the performance pay adjustments and the market rate adjustment for non-union employees is accommodated within the 2004 operating budget.

Recommendation:

It is recommended that the Toronto Public Library Board approve the following salary adjustments for the non-union employees of the Toronto Public Library:

- (1) market rate adjustment of three percent for 2004, effective January 1, 2004, to be applied to the non-union salary ranges, in accordance with City of Toronto Council direction;
- (2) progression rates through the salary ranges based on performance, as presented in Attachment 1, effective January 1, 2004.

Background:

The Toronto Public Library Board, at its March 24, 2003 meeting, approved implementation of the City of Toronto model for non-union performance pay and market rate adjustments at the Toronto Public Library.

In accordance with the Non-Union Compensation Plan, performance reviews for the review period of January 1 – December 31, 2003 have been completed for all non-union employees at the Toronto Public Library.

Comments:

Under the new performance pay model, a market rate adjustment is determined annually based on a review of comparable external markets in the Greater Toronto Area. In addition, an employee's progression through the salary ranges is achieved at variable rates depending on whether the employee achieved their performance objectives, demonstrated exceptional performance or were developmental in their position and had not achieved all objectives.

For 2004, the market rate adjustment has been established as three (3%) percent as communicated in a May 3, 2004 communication from Shirley Hoy, CAO, City of Toronto (Attachment 1). The performance pay progression rate has been established at a maximum of one (1%) percent (Attachment 2).

Conclusion:

Approval of the 2004 market and performance pay progression rates will complete the implementation of the salary adjustments for the non-union employees at Toronto Public Library for 2004.

Contact:

Dan Keon, Director, Human Resources; Tel: 416-395-5850; Fax: 416-395-5925;  
E-mail: [dkeon@tpl.toronto.on.ca](mailto:dkeon@tpl.toronto.on.ca)

Jill Garrard, Manager, Human Resources; Tel: 416-395-5852; Fax 416-395-5925;  
E-mail: [jgarrard@tpl.toronto.on.ca](mailto:jgarrard@tpl.toronto.on.ca)

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Josephine Bryant  
City Librarian

List of Attachments:

Attachment 1: Corporate Communication from Shirley Hoy, CAO, City of Toronto  
Attachment 2: Pay-for-Performance, Progression Rates through Pay Grades