

**HALIFAX**

**Women's  
Advisory  
Committee – HR  
Practices**

April 6, 2023

# Staffing Authority

- The authority for HRM to pay staff flows from the HRM Charter which directs Council to employ a CAO who may delegate functions
- As per the Charter:
  - The CAO is responsible for administration of the affairs of the Municipality
  - The CAO may determine the salaries, wages and emoluments to be paid to municipal officers and employees, including payment pursuant to a classification system

# Staffing Authority cont.

- Furthermore, the Charter directs that:
  - The CAO may act, or appoint a person to act, as bargaining agent for the Municipality in the negotiation of contracts between the Municipality and any trade union or employee association and recommend to the Council agreements with respect to them.
- In summary, subject to the direction of Council, the CAO may set salaries for employees directly or, where applicable, through negotiations with a trade union or employee association.

# Salary Setting – Unionized Employees

- The salary for unionized employees is set through collective bargaining (CAO delegates to HR)
- In most cases this bargaining results in a percentage increase applied to the existing salary rates under the agreement for each year of the term of the agreement
- It is important to note that the salary increase is often the result of trade offs between the parties for other financial and non-financial terms of employment (e.g. vacation, scheduling, benefits, etc.)

# Salary Setting – Non-Union Employees

- Where there is no union HRM will set the salary based upon relevant salary market information for the job (CAO delegates to HR)
- For most positions on the Non-Union Salary structure the relevant market is the Broader National Public Sector
- For other positions not in a union the salary is set based upon local market conditions for the work and can be dependent on cost recovery (e.g. recreation programs, etc.)

# Questions?