
TITLE: SALARY ADMINISTRATION POLICY
SECTION: HUMAN RESOURCE MANAGEMENT
POLICY NO: 04530-01

APPROVAL DATE: April 27, 2026

CAO Signature: 

PURPOSE

To set out the Policy of the Town of Amherst for salary administration for all non-union employees.

POLICY STATEMENT

The Town of Amherst will ensure the fair and equitable compensation of all non-union employees in relation to the duties of the position within the Town.

OBJECTIVES

1. To promote salary equity in the Town's non-union sector.
2. To establish a framework and procedure to determine categories of compensation for new positions.

DEFINITION OF TERMS

Salary Grid - shows all the salary scales applicable to positions within the Town. The salary grids are contained in Appendices A, A-1, B, & C. The salary grid in Appendix C has six steps.

Step Adjustment – a move from one step, within a given salary range, to another (usually the next step) for individual employees is based on a satisfactory performance evaluation.

Salary Range - is defined as a range of pay for a category of duties, with a minimum and maximum. The range will be established by Council after considering the recommendation of the CAO.

Overall Market Review – A review of the appropriateness of the salary ranges for positions as listed in Appendix C. The review shall include a survey of the market value of similar positions.

Performance Evaluation – A formal evaluation of the employee's job performance. All employees will receive at least one Performance Evaluation in each year of service.

SALARY GRID:

An appropriate salary grid for all non-union positions shall be determined by the council:

New Positions: Recommendations for placement on the salary grid in Appendix C shall be prepared by the Chief Administrative Officer and forwarded to Council for approval.

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STEP ADJUSTMENTS

Step adjustments shall be made only when:

1. The adjustment can be accommodated within the Salary budget of the appropriate department; and
2. A current Performance Evaluation form is on file.

Upon completion of a satisfactory annual evaluation, the employee may be moved to the next step of their salary range in Appendix C. All step movements must be approved by the CAO.

An employee in the last step of their salary range in a year in which there is no overall market review shall receive a CPI supplement equal to salary times CPI for the immediately preceding calendar year, not to exceed 3%. This amount will be separate and not added to the base salary.

The CAO may, on the recommendation of the Director, authorize a movement of up to 3 steps in one year to recognize exceptional performance. In normal circumstances employees would move one step each year upon a satisfactory performance evaluation.

TRAVEL VEHICLE ALLOWANCES:

Mayor, Council and Directors of departments shall receive a monthly vehicle allowance of \$150.00. The monthly vehicle allowance is for reimbursement for all local travel using one's personal motor vehicle for travel within the boundary of the Town of Amherst. Travel outside the boundary is covered under Policy #03000-01. The monthly vehicle allowance shall be reviewed each year after considering any changes in the cost of operating a motor vehicle.

LUNCH BREAKS:

The lunch break period shall be for a one-hour period.

PERFORMANCE EVALUATION:

Performance appraisals shall be conducted by the Chief Administrative Officer/Director at the completion of the probation period, and at least annually thereafter recorded on Performance Evaluation forms.

The Chief Administrative Officer/Director shall discuss the employee's performance evaluation in detail with the employee, in accordance with the employee evaluation system and standardized forms.

SCOPE OF RESPONSIBILITY:

The Town Council shall:

1. Authorize changes to the policies comprising the program of employee compensation.

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2. Review and approve salary categories for all established positions within the Town.
3. Review and consider for approval the recommendations of the CAO in regard to the appropriateness of the salary classifications and ranges from time to time if necessary.

The Chief Administrative Officer shall:

1. Review and recommend changes to policy and procedures as they relate to the employee compensation program.
2. Ensure the maintenance of the salary rating and performance appraisal procedures.
3. Conduct salary rating and performance evaluation procedures relative to Director positions.
4. Monitor salary surveys and make recommendations to Council concerning market conditions as appropriate with an overall market review to be completed every three (3) years, or as directed by Council.
5. Grant step and/or merit adjustments to individual employees in accordance with approved policies and procedures and subject to budgeting limitations.
6. Maintain all personnel files and records.
7. Determine salary ratings for temporary and casual positions.

The Director Shall:

1. Conduct performance evaluation procedures relative to the positions and employees within their respective departments and make appropriate recommendations to the Chief Administrative Officer.
2. Make recommendations to the Chief Administrative Officer regarding step adjustments for employees within their departments.

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APPENDIX A

January 1, 2019

Town of Amherst

Salary Grid

Job Level		Salary Amount
Mayor	Stipend	\$41,178.00
Deputy Mayor	Stipend	\$27,723.00
Councilor	Stipend	\$25,050.00

APPENDIX A-1

April 1, 2024

Salary Grid

Other Non-Union Positions

Job Level
Chief of Police
Deputy Chief of Police
Inspector - Police

** Effective April 1, 2018 the Chief of Police and Deputy Chief of Police salaries will be calculated on April 1st of each year as being 141% and 129% of the first-class constable rates.

** Effective April 1, 2024, the Inspector salary will be calculated on April 1st of each year as being 120% of the first-class constable rates.

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APPENDIX B

April 1, 2024

Town of Amherst
 Hourly Rates – Casual Positions

Position	Rate
Casual Firefighter	Provincial Minimum Wage + \$4.00/hr.
Jail Guard	Provincial Minimum Wage + \$4.00/hr.
School Crossing Guard	Provincial Minimum Wage + \$2.00/hr.
New Student	Provincial Minimum Wage
First Year Returning Student	Provincial Minimum Wage + \$2.00/hr.
Second+ Year Returning Student	Provincial Minimum Wage + \$3.00/hr.
Professional Student *	Provincial Minimum Wage + \$4.00/hr.

* Applies to student employees enrolled in a professional post-secondary program for which the Town requires specialized education requirements as a condition of employment. i.e. Engineering, Planning, Accounting, etc.

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APPENDIX C

APRIL 1, 2026

**Town of Amherst - 2026/27 Salary Grid
Non-Union**

DEPARTMENT	JOB TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
CAO's OFFICE	Deputy CAO	108,367	111,618	114,967	118,416	121,968	125,627
	Municipal Clerk	74,763	77,005	79,316	81,695	84,146	86,670
	Administrative Assistant - Clerk's Office	53,756	55,369	57,030	58,741	60,503	62,318
IT	IT Manager	77,769	80,102	82,505	84,980	87,530	90,156
	IT Coordinator	58,393	60,144	61,949	63,807	65,721	67,693
COMMUNITY LIVING	Director of Community Living	102,112	105,175	108,331	111,581	114,928	118,376
	Community Well-Being Manager	64,563	66,500	68,495	70,550	72,666	74,846
	Marketing & Communications Officer	63,099	64,992	66,942	68,950	71,018	73,149
	Active Living Coordinator	62,566	64,443	66,376	68,368	70,419	72,531
	Community Culture & Events Coordinator	57,890	59,627	61,416	63,258	65,156	67,110
FINANCE	Director, Finance	105,420	108,583	111,840	115,195	118,651	122,211
	Manager of Financial Services	84,883	87,429	90,052	92,754	95,537	98,403
	Revenue Officer	57,444	59,167	60,942	62,771	64,654	66,593
	Accounting Clerk/Accounts Payable	56,046	57,728	59,460	61,243	63,081	64,973
	Water/Sewer Billing Clerk	51,699	53,250	54,847	56,493	58,188	59,933
	Cashier/Customer Service	51,232	52,769	54,352	55,983	57,662	59,392
FIRE	Director, Fire Services	103,073	106,165	109,350	112,631	116,010	119,490
	Fire Inspector	66,245	68,232	70,279	72,388	74,559	76,796
	Firefighter	57,855	59,591	61,378	63,220	65,116	67,070
HUMAN RESOURCES	Director, Human Resources	101,410	104,452	107,586	110,813	114,138	117,562
	HR Generalist	64,177	66,102	68,085	70,128	72,232	74,399
OPERATIONS	Director, Operations	103,659	106,769	109,972	113,271	116,669	120,169
	Public Works Manager	79,365	81,746	84,198	86,724	89,326	92,006
	Engineering Technologist	71,407	73,549	75,756	78,028	80,369	82,780
	Manager, Facilities & Sports Tourism Development	68,592	70,650	72,769	74,952	77,201	79,517
	Manager, Parks Operations	68,592	70,650	72,769	74,952	77,201	79,517
	Solid Waste Education and Coordination Officer	67,528	69,554	71,640	73,790	76,003	78,283
PLANNING + ECONOMIC DEVELOPMENT	Director, Planning & Economic Development	103,757	106,870	110,076	113,378	116,779	120,283
	Economic Development Officer	79,534	81,920	84,378	86,909	89,517	92,202
	Building Official	79,165	81,540	83,986	86,506	89,101	91,774
	Land Use Planner	74,595	76,833	79,138	81,512	83,957	86,476
	Dangerous and Unsanitary Premises Coordinator	57,896	59,633	61,422	63,265	65,162	67,117
POLICE	Executive Assistant/Dispatch Coordinator	60,431	62,244	64,111	66,035	68,016	70,056
	Crime Prevention Coordinator	57,912	59,649	61,439	63,282	65,180	67,136
	Bylaw & Dispatch Support Officer	53,939	55,557	57,224	58,941	60,709	62,530
	Dispatcher	53,939	55,557	57,224	58,941	60,709	62,530
	Criminal Records Check	51,232	52,769	54,352	55,983	57,662	59,392

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ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Chief Administrative Officer	As indicated under “Scope of Responsibility”
Directors and Managers	As indicated under “Scope of Responsibility”

For Administrative Use Only:

VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
<ol style="list-style-type: none"> NS minimum wage updates; Position name changes: Municipal Clerk, Dir. Corp. Communications + Info Technology, removal of GIS Coordinator, addition of Engineering Technician 	Crossman: Director, HR and Customer Services	Council	March 27, 2023
Appendix B – amendment to the pay structure for student hourly rate of pay.	Director of HR & Customer Services	Council	April 24, 2023
NS minimum wage updates	Director of HR & Customer Services	Council	September 25, 2023
Addition of new position: Manager of Financial Services	Director of HR & Customer Services	Council	February 26, 2024
<ol style="list-style-type: none"> Revision of hourly rates for casual positions Appendix B, removal of Appendix C “Job Categories”, revision to salary scales presented by department (new Appendix C), removal of Appendix C-1; Salary steps moved to 7 levels from 8, equal differential between each step, elimination of level 1, addition of new upper level; Language updates to reflect revisions to Appendices, Director, HR and Customer Services changed to Director, Human Resources. HR Administrator changed to HR Generalist. 	Director of HR & Customer Services	Council	April 22, 2024
Addition of Inspector salary to Appendix A-1	Director of HR	Council	June 11, 2024
Removal of Procurement Coordinator position, addition of Marketing Manager position, Dir. of Planning + Strategic Initiatives to Dir. Planning + Economic Development, Business Development Officer to Economic Development Officer, addition of Deputy CAO and addition of CAO’s Office	Director of HR	Council	January 27, 2025

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Include the proposed CPI supplement, not to exceed 3%, for staff who are at the end of their salary range.	Director of HR	Council	April 28, 2025
Removal of Marketing Strategist position, creation of new Marketing & Communications Officer position along with new salary range.	Director of HR	Council	May 26, 2025
1. Amend salary scales following triannual market review; 2. Renaming of several positions: a. Culture, Events & Marketing Coordinator to Community Culture & Events Coordinator b. Public Works Foreman to Public Works Manager c. Engineering Technician to Engineering Technologist d. Facilities Manager to Manager, Facilities & Sports Tourism Development e. Parks & Recreation Foreman to Manager, Parks Operations f. Bylaw Officer to Bylaw & Dispatch Support Officer 3. Amend salary grid from 7 steps to 6 steps	Director of HR	Council	April 27, 2026

MINUTES REFERENCE DATE

- | | | | |
|--------------------|-------------------|------------------------------|--------------------|
| December 12, 2000 | November 2, 2004 | (See April 26, 2004 Minutes) | November 27, 2006 |
| December 18, 2006 | February 26, 2007 | March 31, 2008 | July 16, 2008 |
| September 29, 2008 | March 30, 2009 | September 28, 2009 | March 29, 2010 |
| April 26, 2010 | March 28, 2011 | August 2, 2011 | January 30, 2012 |
| May 23, 2012 | November 26, 2012 | December 17, 2012 | May 1, 2013 |
| September 23, 2013 | October 28, 2013 | December 16, 2013 | April 30, 2014 |
| May 21, 2015 | March 29, 2016 | May 25, 2016 | September 2, 2016 |
| May 23, 2017 | June 26, 2017 | September 25, 2017 | December 18, 2017 |
| February 26, 2018 | March 14, 2018 | February 28, 2019 | September 28, 2020 |
| June 7, 2021 | October 5, 2021 | November 29, 2021 | September 28, 2022 |
| March 27, 2023 | April 24, 2023 | September 25, 2023 | February 26, 2024 |
| April 22, 2024 | June 11, 2024 | January 27, 2025 | April 28, 2025 |
| May 26, 2025 | April 27, 2026 | | |