

Staff Remuneration and Employment Policy

Policy Owner:	HR Manager
Policy Sponsor:	Chief Executive
Approved By:	Policy & Regulatory Committee
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Next Review Date:	August 2019

Introduction

This policy sets out Waikato District Council's high level principles for staff remuneration and employment conditions. The Chief Executive will be guided by these principles when adjusting pay and employment conditions, including collective bargaining and remuneration adjustment processes.

Objective

To provide an effective and efficient local government workforce for the Waikato district that is appropriate to the present and anticipated future circumstances.

Application

This policy applies to permanent full time and part time positions but excludes the Chief Executive and fixed term and casual positions.

Relevant Documents/Legislation

Local Government Act 2002 - Amendment 2012 (Clause 36A)

Policy Statements

- Pay structures and other conditions must be demonstrated as necessary to support our business and workforce objectives.
- Council will use a robust and systematic remuneration and performance framework – to size, price and pay jobs and reward its employees. Council currently utilizes Strategic Pay methodologies for this purpose.
- The cost of all adjustments to remuneration and conditions must be considered when setting the financial envelope for both bargaining and remuneration strategies.
- Remuneration adjustments must be affordable and sustainable within total budgets and should not lead to wider labour market movements and trends.
- Full Time Equivalent (FTE) metrics will be reported in the Annual Plan.

Policy Review

This policy will be reviewed as deemed appropriate by the Chief Executive, but not less than once every three years.