

**Atikokan Literacy Incorporated
ADULT LEARNING CENTRE
Human Resource
Policy/Procedure**

Salary Determination and Administration

APPROVED BY: Atikokan Literacy Incorporated Board of Directors

DATE: April 30, 2015 (R)

DISTRIBUTION: Employees

Policy:

The Atikokan Literacy Incorporated will provide compensation competitive with similar agencies in similar circumstances, and to attract, retain and motivate staff within the bounds of our yearly provincial funding.

Procedure:

1. The Executive Director will establish and maintain salaries that are internally equitable according to funding.
2. The Executive Director will maintain proportionate differentials in salary range between jobs of differing responsibility within the organization.