



**2021 March 8**

**To:** Mayor Nenshi and Members of City Council

**From:** Carla Male, Chief Financial Officer

**Re:** Administrative Inquiry – 2020 City Staff Pay Raises

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*How many City of Calgary staff received pay raises in 2020? Also included is the information for 2015 to 2019.*

Unionized employees receive increases due to across-the-board, step progressions, promotional reclassifications and internal transfers. Exempt employees receive increases due to pay for performance, exceptional circumstance adjustments, promotional reclassifications and internal transfers. The exceptional circumstance adjustments and pay-for-performance for exempt employees are not across-the-board or automatic. The table attachments outline the yearly increases for both unionized and exempt employees.

In 2015, 2016, 2017 and 2020, unionized employees in City Administration received both across-the-board and step progression increases, where eligible. Pay increases for unionized employees are determined by contractual and legal obligations as outlined in [Collective Bargaining Agreements](#). Annual negotiated increases for unionized employees from 2015 to 2020 are detailed in Table 2.

Exempt employees were eligible for performance-based increases during 2015, 2016 and certain employees in 2017. From 2017 to 2020, as noted in Table 3, exempt employees did not receive adjustments to the salary ranges. However, in 2017 for those exempt employees under the salary range maximum, a performance-based increase may have occurred. Estimated costs for this time period include exceptional circumstance adjustments and, where applicable, performance-based increases for certain exempt employees. The estimated costs also include pay increases due to promotional job reclassifications and internal transfers for both unionized and exempt employees.

Total estimated costs for Calgary Police Service include across-the-board increases as outlined in Table 2 as well as step increases as outlined in their respective Collective Bargaining Agreement for Calgary Police Association members and Calgary Police Senior Officers Association members. Calgary Police unionized (civilian) employees align with City Administration and receive the same across-the-board increases and step progression increases, where eligible. Exempt employees in Calgary Police received performance-based increases in alignment with City Administration. From 2018 to 2020 there were exceptional circumstance adjustments in Calgary Police for certain exempt employees, which is included in the estimated costs. Additional estimated costs for unionized, police, and exempt employees include pay increases due to promotional job reclassifications and internal transfers.

Carla Male  
Chief Financial Officer  
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cc: Executive Leadership Team; City Clerk

Includes: Attachment Table 1, Table 2, Table 3, Definitions

## ATTACHMENTS

**Table 1: Number of employees who received a pay increase from 2015-2020 and the estimated costs.**

	City Administration				Calgary Police Service				
	Number of Employees Receiving Increases <sup>1</sup>	Estimated Costs <sup>2</sup>			Number of Employees Receiving Increases <sup>1</sup>	Estimated Costs <sup>2</sup>			
		Unionized	Exempt	Total Cost		Unionized	Police	Exempt	Total Cost
<b>2015</b>	13,503	\$32,518,804	\$14,974,417	<b>\$47,493,221</b>	2,945	\$1,840,776	\$7,785,704	\$661,896	<b>\$10,288,375</b>
<b>2016</b>	14,308	\$36,743,112	\$8,750,346	<b>\$45,493,459</b>	2,896	\$2,067,108	\$7,893,528	\$407,795	<b>\$10,368,430</b>
<b>2017</b>	13,649	\$40,943,601	\$6,227,503	<b>\$47,171,105</b>	2,861	\$2,481,923	\$7,417,327	\$271,172	<b>\$10,170,422</b>
<b>2018</b>	2,074	\$8,353,834	\$1,715,708	<b>\$10,069,542</b>	517	\$511,526	\$1,779,013	\$247,299	<b>\$2,537,837</b>
<b>2019</b>	3,225	\$10,982,750	\$2,050,943	<b>\$13,028,202</b>	2,413	\$723,151	\$5,288,449	\$119,481	<b>\$6,131,081</b>
<b>2020</b>	10,960	\$18,237,507	\$2,368,460	<b>\$20,605,967</b>	2,915	\$1,206,985	\$5,216,727	\$141,049	<b>\$6,564,760</b>

<sup>1</sup>Employees are **counted once** in the data representing "the number of employees receiving increases." For example, a unionized employee could receive across the board pay increase in the same year that they receive one or two step increase(s) depending on the step of pay they are in that year.

<sup>2</sup>The cost calculation is a high-level estimate only. For example, the data does not include vacant positions and assumes that the employee who received an increase remained employed for the entire year. Also, the cost calculation considered the effective month of the pay increase, for step increases, exceptional circumstance adjustments, promotional reclassifications, and internal transfers, however the actual day of the month was not factored in.

**Table 2: City of Calgary and Calgary Police Service Across-the-Board Increase**

Jurisdiction	2015	2016	2017	2018	2019	2020
Local 583 - Amalgamated Transit Union	3.20%	3.50%	4.00%	0.00%	0.00%	1.50%
Calgary Police Association	2.75%	3.00%	2.50%	0.00%	1% + 0.5%	1.50%
Calgary Police Senior Officers Association	2.75%	3.00%	2.50%	Still bargaining		
Local 2103 - Carpenters and Allied Workers	3.20%	3.50%	4.00%	0.00%	0.00%	1.50%
Local 37 - Outside Workers	3.20%	3.50%	4.00%	0.00%	0.00%	1.50%
Local 38 - Inside Workers	3.20%	3.50%	4.00%	0.00%	0.00%	1.50%
Local 709 - Foremen	3.20%	3.50%	4.00%	0.00%	0.00%	1.50%
Local 255 - Fire Fighters	2.25%	2.50%	2.50%	0.00%	1% + 0.5%	Still Bargaining
Local 254 - Electrical Workers	3.20%	3.50%	4.00%	0.00%	0.00%	1.50%
Local 254 - Emergency Communication Officers	3.20%	3.50%	4.00%	0.00%	0.00%	1.50%

*Across-the-Board: Pay Structures in collective agreements may be adjusted based on market conditions, cost of living and budget considerations. For Unions, this is bargained collectively between The City and the respective Union.*

**Table 3: Exempt Staff Salary Range Increase Rate**

2015	2016	2017	2018	2019	2020
3.20%	1.25%	0.00%	0.00%	0.00%	0.00%

**Definitions:**

**Unionized:** Includes CUPE Local 37, CUPE Local 38, Amalgamated Transit Union (ATU Local 583), Carpenters (CP), IBEW (Emergency Communications Officer & Electrical), Firefighters (FF), Foremen (FM) and Fire – Other (FO)

**Exempt:** Includes Senior management team, engineers, exempt.

**Calgary Police:** Includes Calgary Police Association (PA) and Calgary Police Senior Officers Association (SP)

**City Administration:** Includes all departments and business units within The City of Calgary. Excludes Calgary Police and Civic Partners

**Across-the-Board:** Pay Structures in collective agreements may be adjusted based on market conditions, cost of living and budget considerations. For unions, this is bargained collectively between The City and the union.

**Exceptional Circumstance Adjustment:** A one-time base pay adjustment, outside of the pay for performance cycle, used in unusual circumstances for exempt employees only. City Manager approval is required.

**Internal Transfer:** The movement of an employee through job postings, Expression of Interest, or the internal bidding/posting process. Includes only those transfer and promotion records which have an associated pay increase.

**Pay for Performance:** Based on performance, exempt employees are eligible for salary increases within their salary range using this program. It is neither automatic nor across-the-board.

**Promotional Reclassification:** Positions can be revaluated through the Job Evaluation Process and subsequently reclassified with a possible wage adjustment.

**Step Progression:** The pay rates for union positions can be found in the [Collective Bargaining Agreements](#). As union employees gain more experience in their positions, their pay increases according to steps within a pay range. The timing of step increases is specific to each collective agreement.