



Approved By: Board of Directors

Effective Date: May, 2008

Updated: January, 2012

Alberta Alpine Ski Association

Policy Title

5.2 Compensation

Policy Objective

State the guidelines in development and payment of staff.

Procedure

- Salaries will be reviewed against the Alberta Learning Information Service bi-annual survey (released Feb 2012) every two years. <http://alis.alberta.ca/wageinfo/>
- All staff are subject to a 90 day probationary period at which time both the employee and Alberta Alpine will decide the future course of employment.
- Each employee has a confidential employment contract directly with the President, except the President who signs the contract with the Board. This contract outlines the specific compensation and may include educational assistance or professional development allowance, incentive pay and membership in a professional, trade or service organization. The hours of work, overtime and flex time is unique to each position and also addressed individually. Alberta Alpine will be fair to all employees.
- Any resignation must be in accordance with Alberta Employment Standards or the specifics in the employment contract. All terminations initiated by the employer will be in accordance with Alberta Employment Standards or the employment contract.
- Professional development forms part of the compensation package. It is unique to each individual and position but an investment by Alberta Alpine Ski Association annually is necessary. This includes, but is not limited to:
 - Shared funding in registration of courses
 - Funding for directly applicable courses including CSCF
 - Time off for attendance at various professional development opportunities
- Coaches must ensure their education is in line with the area of the LTAD they are focusing their athletes on attaining minimally the trained status on their certification.
- All AST Head coaches must be certified at Performance Level (formerly Level 3). All other AST coaches must minimally be certified at the Development Level (formerly Level 2).

Scope

All supervisory staff.

Related Policies

Holiday Leaves and General Holidays, Performance Reviews, Recognition of a Hard Worked Season