

## Guidance on Employee Compensation

Clearly define the total compensation (annual salary plus benefits) for the role. Be prepared for this discussion by comparing salary ranges for specific roles with your local health authority or colleagues.

### Salary or hourly wage

Salary pay	Hourly pay
<ul style="list-style-type: none"> <li>• Employees earn a preset sum each pay period that isn't determined by amount of hours worked each week.</li> <li>• Employees are not paid for overtime work, often leading to more flexible work hours.</li> <li>• Payroll is easier to process as there is little fluctuation in pay.</li> <li>• Potential for employees to work less than the expected hours per week.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees get paid a per-hour rate, so paychecks are based on the number of hours worked.</li> <li>• Not required to be full-time employee which can offset the costs of benefits.</li> <li>• More flexibility in setting hours for positions not consistently needed.</li> <li>• Required to pay overtime for employees working over 40 hours in a week.</li> <li>• Requires tracking of hours worked.</li> </ul>

You can see examples of salary ranges in Canada for various positions on this [website](#).

Employees are paid at least twice a month and must be paid at least minimum wage based on [BC's employment standards](#).

## Benefits

Most employers grant benefits only to full-time staff, those who work 32 hours or more per week. Granting benefits to part-time staff will really set your company apart. It sounds more costly, but don't forget that turnover costs money too. If your benefit package is attractive, your turnover may be small. Ultimately, you'll have to ask yourself how you'd rather spend the money.

### **Statutory benefits**

These include paid vacation, holidays and overtime, and Canada Pension Plan (CPP), Employment Insurance (EI) and Worker's Compensation (WCB) premiums. As these are required by BC and/or federal employment standards, most employees will take them for granted. However, they do present a real cost to employers, which must be factored in when designing a compensation package.

### **Private insured benefits**

Many employers choose to bear the additional costs of life or accident insurance, short- or long-term disability pay, extended health care (prescription drugs), dental and optical care, and other health-related services.

### **Other common benefits**

Employees may also be looking for you to contribute to retirement pensions, employee assistance programs (counselling), and tuition reimbursement for career development courses.

- Contact [Doctors of BC Insurance](#) to set up a Health Benefits Trust Fund (HBTF) plan for your medical office staff.

In many cases, employers are expected to bear some, if not all, of these program costs. Depending on what benefits other employers are offering, if you do not offer the same or better, you will differentiate your organization for the wrong reasons.