

Compensation

The goals of Portage Personnel Inc.'s compensation program is to attract potential employees combined with meeting the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and Portage Personnel Inc.'s requirements.

Wage and Salary Policies

Compensation Philosophy

It is Portage Personnel's desire to pay all regular employees' wages that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Compensation may vary with individual and company performance and in compliance with all applicable statutory requirements.

Portage Personnel applies the same principles of fairness to all employees, regardless of organizational level, race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental ability, marital status, veteran status, political affiliation, or any other factor protected by law.

Basis for Determining Pay

Several factors may influence your rate of pay. Some of the items Portage Personnel may consider are the nature and scope of your job, what other employers pay their employees for comparable jobs (external equity), what Portage Personnel pays their employees in comparable positions (internal equity), and individual as well as Portage Personnel's performance.

Pay Period and Hours

Portage Personnel's payroll work week begins on Monday at 12:01 a.m. and ends on Sunday at 11:59 p.m.

Pay Cycle

Portage Personnel's pay cycle is, in general, on Friday for all services completed for the preceding one (1) week period ending Sunday at 11:59 p.m. The weekly pay schedule is made up of fifty-two (52) pay periods per year.

Time sheets must be submitted for the preceding one (1) week period ending Sunday at 11:59 p.m. no later than the following Monday at 12:00 p.m. (Noon).

Changes will be made and announced in advance whenever holidays or closings interfere with the normal pay schedule.

Paycheck Distribution

For employees working in but not limited to: downtown Ottawa, Place Vincent Massey (PVM), 200 Sacre Coeur (Fontaine Building), Tunney's Pasture and 930 Carling Avenue, paychecks will be distributed by a designated company representative to the specified work location as per Portage Personnel's pay cycle.

Error in Pay

Every effort is made to avoid errors in your paycheque. If you believe an error has been made, please contact our office immediately. We will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Time Records

By law, Portage Personnel Inc. is obligated to keep accurate records of the time worked by employees. This is done by time sheets.

You are responsible for accurately recording your hours worked on your time sheet. Falsifying of timesheets is considered theft of time and will be considered as cause for dismissal.

We recommend that all time sheets be verified for accuracy before submission to your authorized supervisor for signature. In the event of an error in recording your time, please report the matter to our office immediately.