



# CITY CRUISES CANADA POLICIES AND PROCEDURES

## POLICY

POLICY: **C-1**  
SUBJECT: **WAGE SCHEDULES (HOURLY CREW)**  
EFFECTIVE: **JANUARY 1, 2024**  
SUPERCEDES: **JANUARY 11, 2023**

### POLICY

City Cruises Canada uses a progressive wage schedule that provides hourly crew members with a competitive starting wage and a series of wage increases.

#### 1.0 HOURLY CREW

All hourly crew members regardless of their status (permanent, contract) will begin working in their positions at a wage equal to the step one job rate. This applies to their home position and dual position (if applicable).

- 1.1 Continuous employment is defined as being employed by City Cruises Canada without any breaks in the continuity of the employment contract. Crew members who resign from the Company prior to the end of their employment contract and then are rehired are considered a new hire crew member and will start at step one of the wage progression scale.
- 1.2 When crew members transfer to a non-supervisory or unlicensed position, or obtain a non-supervisory or unlicensed dual status, the job rate will be based on their current level of wage progression.
- 1.3 When crew members are promoted to a supervisory or licensed position, or obtain a supervisory or licensed dual status, the job rate will be based on the step one job rate of that position.
- 1.4 Crew members who are eligible for a wage increase will progress to the appropriate step on the 1<sup>st</sup> pay period of the month following completion of the below criteria.

#### 2.0 WAGE PROGRESSION CRITERIA

- 2.1 Upon completion of twelve (12) months from their original start date, crew members will receive a wage increase to the step two job rate.

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**2.2** Upon completion of twenty-four (24) months from their original start date, crew members will receive a wage increase to the step three job rate.

**2.3** Wage progression will apply to dual positions using the same service criteria.

### **3.0 ANNUAL INCREASE**

**3.1** If an annual increase is approved, all hourly crew members regardless of status will receive an increase respective to their current level of wage progression on the first full pay in January or upon their return to work.

**3.2** Any crew member who accepts a promotion 6 months prior to the annual increase will not be eligible for the increase.

### **4.0 EXCEPTIONS**

**4.1** Any exceptions to this policy must be approved by the Departmental Director and the Vice President, Operations. Human Resources will maintain a list of all exceptions with approvals and rationale.

Further interpretation of this policy is the responsibility of the Vice President, Operations. The Company reserves the right to make, modify, revoke, suspend, terminate, or change any policy or procedure, in whole or in part, at any time.

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