



POLICY STATEMENT

Policy Name	Salary Administration (Out-of-Scope Staff)		
Policy #	716	Category	Human Resources
Policy Sponsor	Associate Vice-President, Human Resources	Previous Revision Date	April 27, 2017
Policy Approved by	Senior Management Council	Issue or Revision Date	November 2, 2018
Procedures Approved by	CFO & Vice President, Administrative Services	Review Date	November 2023

See the related [PROCEDURES](#).

PURPOSE

The purpose of this policy is to establish a consistent process to govern the salaries of out-of-scope employees at Saskatchewan Polytechnic.

SCOPE

This policy applies to out-of-scope employees.

GUIDING PRINCIPLES

In setting salaries for out-of-scope employees, Saskatchewan Polytechnic is committed to:

1. Establishing pay structures and guidelines that are market competitive and fashioned to attract, retain and motivate required talent;
2. Assigning each position to a salary range that appropriately relates remuneration to the duties and responsibilities (job evaluation assessment);
3. Administering salaries within the prescribed ranges so that distinctions in individual pay levels are defensible based on incumbent qualifications and experience;
4. Maintaining proper control over compensation practices and expenditures so that budget objectives are sustained

POLICY

Saskatchewan Polytechnic shall follow the guidelines established by the Saskatchewan Personnel Policy Secretariat in setting salaries for out-of-scope employees.

DEFINITIONS

N/A

RELATED POLICIES/DOCUMENTS

N/A

APPLICABLE LEGISLATION OR REGULATIONS

Saskatchewan Personnel Policy Secretariat: Guidelines for Determining Market Compensation