



## POLICY STATEMENT

Policy Name	<b>Salary Administration (Out-of-Scope Staff)</b>		
Policy #	<b>716</b>	Category	<b>Human Resources</b>
Approved by	<b>Board of Directors</b>	Previous Revision Date	<b>September 27, 2013</b>
Policy Sponsor(s)	<b>CFO &amp; VP, Administrative Services</b>	Issue or Revision Date	<b>April 27, 2017</b>
		Review Date	<b>April 2022</b>

See the related [PROCEDURES](#).

### PURPOSE

Saskatchewan Polytechnic is committed to providing salary levels that will assist in attracting, motivating and retaining highly qualified and skilled employees.

### POLICY

Saskatchewan Polytechnic is governed by the guidelines established by the Saskatchewan Personnel Policy Secretariat. Based upon those guidelines, Saskatchewan Polytechnic will:

- Establish pay structures and guidelines that are market competitive and fashioned to attract, retain and motivate required talent;
- Assign each position to a salary range that appropriately relates remuneration to the duties and responsibilities evaluated through job evaluation principles;
- Administer salaries within the prescribed ranges so that distinctions in individual pay levels are defensible based on incumbent qualifications and experience;
- Maintain proper control over compensation practices and expenditures so that budget objectives are sustained

### DEFINITIONS

N/A

### RELATED POLICIES/DOCUMENTS

N/A

### APPLICABLE LEGISLATION OR REGULATIONS

Saskatchewan Personnel Policy Secretariat: Guidelines for Determining Market Compensation