

Policy Name	Salary Administration (Out-of-Scope Staff)		
Policy #	716-G	Category	Human Resources
Approved by	President & CEO	Previous Revision Date	September 27, 2013
Policy Sponsor(s)	CFO & VP, Administrative Services	Revision Date	April 27, 2017
		Review Date	See Policy Review Date or as Required

See the related [POLICY](#)

PROCEDURES

Market Information

Human Resources will periodically gather information regarding salary levels and increases provided by the recognized target market.

Salary Administration Process

The process and schedule for salary administration activities shall be as follows:

- On an annual basis, the associate vice-president of human resources will provide a preliminary report to the president by March 1 on the compensation issues deemed to be significant for the coming year.
- Based on the guidelines for economic adjustments provided by the provincial government, an annual recommendation on salary and benefit adjustments for all non-bargaining unit employees will be made to the Saskatchewan Polytechnic board of directors by May 30 for the upcoming fiscal year commencement (July 1).

Salary Ranges

The establishment of salary ranges and the resultant hierarchy will be based on job evaluation principles (skill, effort, responsibility and working conditions) and external equity considerations. The structural design and monetary values of the salary ranges will adhere to internal equity and external competitiveness principles.

Performance Appraisal

The performance of each employee shall be reviewed and appraised at annual intervals to ensure constructive feedback and targeted coaching.

Salary Placement (External Candidates)

Consideration of initial placement in the respective salary range will include, but is not limited to:

- Salary received in previous employment
- Qualifications of the individual
- Salary levels of staff to be supervised (if applicable)
- Salary levels of other out-of-scope (OOS) staff in the same pay band level

- Market considerations (availability of qualified candidates for the position)

Salary Placement (Out-of Scope to Out-of-Scope)

Employees shall receive the greater of an eight percent increase over the current rate of pay or the minimum of the new pay range on promotion from an out-of-scope position to another out-of-scope position in a higher salary range. The appropriate OOS supervisor, in consultation with Human Resources, shall approve the salary range placement. Salary placement of the president/CEO requires board approval.

Salary Placement (In-Scope to Out-of-Scope)

Promotion Calculation (Academic to OOS)

[Saskatchewan Polytechnic Faculty Association (SPFA) Salary + Supervisory Stipend + Outreach Stipend + Temporary Market Stipend] *1.08

Promotion Calculation (Professional Services to OOS)

[Professional Services Bargaining Unit (PSBU) Salary + Temporary Market Stipend] *1.08

- The calculated salary (as described in above scenarios) will reflect the employee's new salary and all stipends the employee may have previously held are deactivated
- If the new rate is above the pay band range maximum, then employee has salary protection, but ineligible for annual salary increase until such time that actual pay is less than range maximum

Position Evaluation

Human Resources will use a point factor job evaluation system to ensure internal equity among all out-of-scope positions. A position will be reviewed when:

- A new position is created
- Significant change occurs in the responsibilities of a position
- An organizational change significantly affects the position

Board Approval

The board is responsible for approving the following types of recommendations endorsed by senior management council:

- Economic adjustments to out-of-scope salary ranges
- Design changes to the salary structure
- Performance management salary increases
- Changes to benefit plans