



Compensation/Salary Administration Policy

Administrative positions are established by department heads and Human Resources and approved by the Budget Committee. Human Resources is responsible for completing a preliminary rating of the position using the position evaluation process and assigning a salary grade to the position.

A new administrator's starting salary will normally be Step 1 of the salary grade for the position they have been offered. Only under certain circumstances, with the approval of the Vice-President, Finance & Administration, will the starting salary be a higher step of the salary grade. When determining a higher starting salary, the direct manager will consult with Human Resources and consider the following:

- (a) Qualifications;
- (b) Length/depth of experience in a similar role; and
- (c) Relevant market rates for similar jobs (market research to be conducted/verified by Human Resources).

The Vice-President, Finance & Administration may recommend an increase for the administrative group on May 1 of each year. Under no circumstances will step progression or economic increases be considered automatic.

Additional Responsibilities/Acting Pay is paid to full-time administrative employees when they have been instructed by their supervisors to take on all or a significant part of the responsibilities of a position at a higher salary level than their regular position. This is typically to cover an absence or complete a special project. Under most circumstances, acting pay is considered when the period of higher responsibilities will be in excess of one month. The following process will be followed:

- a) The Vice-President, Finance & Administration will review and approve all pay rate increases.
- b) If a full-time employee is assigned additional higher rated duties, employees will normally be provided with a stipend of 5% of annual salary pro-rated for the duration of the assignment.
- c) If a full-time administrative employee takes on the full responsibilities of a higher-graded job, they would receive a stipend of up to 10% annual salary or the minimum step of the salary range, whichever is higher, pro-rated for the duration of the assignment.
- d) Funding for any increase will come from existing resources within the budget area.
- e) Temporary assignments shall not normally exceed 3 months but may be extended with the agreement of all parties and approval by the Vice-President, Finance & Administration.

Appointment to a higher rated position may occur when an employee accepts or is re-assigned to a position permanently or for a fixed period of time. Salary increases for promotions will not normally exceed 20% of the annual salary the employee is currently earning.

If an employee is the successful candidate for another position at the University with a salary level that is higher than the position they currently hold, they will be placed at the nearest step at the higher salary level without being less than what they are currently earning.

If an employee is the successful candidate in another position at the University that is lateral to the position they currently hold, their salary level will remain the same.

If an employee is the successful candidate for a position at the University with a salary level that is lower than the position they currently hold, the employee will be placed at the nearest step on the lower salary level. If the employee is currently earning more than Step 8 of the lower salary level, they will be placed at step 8 of the lower salary level.

If a position is rated higher as a result of the Position Review Process, the incumbent will be placed on the same step of the higher salary level, but the total annual increase will not normally exceed 20% of the annual salary the employee is currently earning.

Effective March 1, 2015

Revised March 2017