Position Evaluation and Salary Administration

2. General Policy Statement

2.01 The University’s Administrative and Professional Staff Position Evaluation and salary administration program is based on a recognition of three fundamental determinants of Classification and salary:

a. the duties to be performed,

b. the salaries paid for comparable positions in the outside job market,

c. satisfactory performance.

2.02 Subject to the legal and fiscal constraints placed upon it, it is the objective of the University to pay its Employees salaries that are sufficiently competitive in the job market to attract and retain a high calibre of personnel and recognize the progression of Employees as they assume the full scope and responsibility of their positions.

3. Responsibility

3.01 Supervisors or their designates are responsible for

a. determining the scope and tasks appropriate to the position,

b. maintaining Position Descriptions that accurately reflect the work authorized to be done, and providing a copy of the Position Description to the Employee and to Human Resources,

c. initiating the Position Evaluation of new positions during the initial position approval procedure (Ref.: Policy AD 10.2 Establishment of Positions),

d. initiating a Position Re-evaluation request with Human Resources prior to the implementation of the new duties when a department plans significant revisions to an existing position,

e. initiating a request for remuneration to Human Resources in advance of the assignment start date when an Employee is recommended for a Temporary Promotion, Temporary Overload or Temporary Assignment.

3.02 An Employee may submit a request for Position Re-evaluation of his/her position to his/her supervisor.

3.03 Human Resources is responsible for

a. implementing Position Evaluations and Position Re-evaluations for all Administrative and Professional Staff Positions,

b. approving all starting salaries set above the minimum of the Salary Range through consultation with the hiring department.
4. **Salary Administration**

4.01 All Continuing Employees and Temporary Employees are eligible for General Increases.

4.02 Step Progression

   a. A Continuing Employee is eligible for Step Progression dependent on his/her position in the Salary Range and performance in the Continuing Position.

   b. Step Progression will occur annually unless performance has been demonstrated to be unsatisfactory.

   c. A Continuing Employee on a Temporary Promotion will receive Step Progression in his/her Continuing Position with adjustments, as appropriate, to satisfy Section 6.01 (c).

   d. A Temporary Employee will be eligible for Step Progression if he/she has been continuously employed in the same Temporary Position for six (6) months prior to the date that Step Progression is implemented.

4.03 Supervisory Differential

   a. The annualized (full-time equivalent) maximum of the Salary Range assigned to a supervisory position will be higher than the annualized (full-time equivalent) maximum of the Salary Range assigned to the highest graded position supervised.

   b. The annualized (full-time equivalent) salary of the supervisor will be a minimum of five (5) percent greater than the unanomalized annualized (full-time equivalent) salary of the highest paid employee supervised.

   c. Exceptions to Section 4.03 (a) will only be made after prior consultation with APSA.

5. **Promotions**

5.01 An Employee promoted to a position in a higher Salary Range will have his/her salary adjusted to the closest step in the new Salary Range that provides a minimum increase of five (5) percent.

5.02 Placement at a higher step in the Salary Range requires consultation between the Executive Director, Human Resources and the hiring department.

6. **Temporary Alterations to Positions**

6.01 Temporary Promotion and Temporary Assignment

   a. The duration of the Temporary Promotion or Temporary Assignment must be a minimum of one (1) week (36 consecutive hours).

   b. For periods less than four (4) weeks, an Employee will receive a five (5) percent lump sum payment calculated on his/her Actual Salary or the minimum of the Temporary Promotion or Temporary Assignment Salary Range, whichever is greater.

   c. For periods of four (4) weeks or longer, an Employee's salary will be adjusted to the closest step of the Temporary Promotion or Temporary Assignment Salary Range that provides a minimum increase of five (5) percent.

6.02 Temporary Overload

   a. The duration of the Temporary Overload assignment must be for a minimum of one (1) week (36 consecutive hours).
b. The amount to be paid as determined by the supervisor who requires the Temporary Overload should be discussed in advance with the Executive Director, Human Resources.

7. Position Re-evaluation and Reclassification

7.01 A position qualifies for Position Re-evaluation when the duties and responsibilities of the position change significantly.

7.02 Position Reclassification

a. When an occupied position is reclassified to a higher Salary Range, the Employee's Actual Salary will be adjusted to the closest step in the higher Salary Range that provides a minimum increase of five (5) percent.

b. The effective date of the salary change will be the date of the request for Position Re-evaluation or the date the Employee assumed the increased responsibilities, whichever is later.

7.03 Anomaly

a. When an occupied position is reclassified to a lower Salary Range, the incumbent Employee continues to receive all salary changes that the Employee would have received in the original position.

b. When an Employee referred to in Section 7.03 (a) vacates the position, and the position duties and responsibilities are not revised, the Salary Range for the reclassified position applies.

8. Procedures

8.01 The procedure for Position Evaluation of new positions is integrated with the initial approval procedure for new positions (Ref.: Policy AD 10.2 Establishment of Positions).

8.02 Position Re-evaluation

a. Requests for Position Re-evaluation should include a revised Position Description and supporting rationale identifying the significant differences between the former and present positions.

b. Requests for Position Re-evaluation that are initiated by the University should be submitted to the appropriate Dean/administrative Director or Vice-President for approval in principle.

c. Requests for Position Re-evaluation that are initiated by the Employee should be submitted to the supervisor to ensure that any changes in responsibilities have the approval of the line organization. The supervisor should forward the request to Human Resources within ten (10) working days.

d. A Position Re-evaluation of the expanded/revised position will be carried out by Human Resources.

8.03 Position Reclassification

a. If a Position Reclassification is recommended by Human Resources which results in the assignment of a higher Salary Range, a report will be sent to the Supervisor, Dean/administrative Director or Vice-President for approval.

i. If a Position Reclassification is approved, the Dean/administrative Director or the Vice-President will inform Human Resources and the results will be communicated to the supervisor by Human Resources.
ii. If the Dean/administrative Director or the Vice-President does not approve the Position Reclassification, the Executive Director, Human Resources, in consultation with the supervisor, will ensure that the Position Description is appropriate for the assigned Salary Range. The expanded/revised services will be removed from the Position Description and from the duties expected of the Employee.

b. If a Position Reclassification is not recommended or the Position Reclassification does not result in a change to the Salary Range originally assigned to the position, a report from Human Resources will be sent to the supervisor.