

## POLICY

<b>Policy Title</b>	Salary Administration for Administrative Positions
<b>Policy Holder</b>	Organizational Effectiveness
<b>Policy Approver(s)</b>	Senior Team
<b>Related Policies</b>	
<b>Related Procedures</b>	
<b>Appendices</b>	
<b>Storage Location</b>	Website - <a href="https://www.confederationcollege.ca/policies-and-procedures">https://www.confederationcollege.ca/policies-and-procedures</a>
<b>Effective Date</b>	
<b>Next Review Date</b>	

### Purpose

- a. The Job Fact Sheet (JFS) is used to evaluate administrative positions for classification purposes. The job evaluation tool is provided by the College Employer Council (CEC) and measures the Skill, Effort, Working Conditions and Responsibilities of a position.
- b. The evaluation of a JFS results in each position being assigned points. These points correspond to a salary band and the salary band corresponds to salary ranges. The point bands and the salary ranges are defined by CEC.
- c. Every position in the administrative scope will have an up to date JFS.
- d. Each JFS will be reviewed annually when administrative employees review their performance portfolios with their supervisor. Where necessary, revisions will be made by the employee, signed off by the supervisor and the updated JFS forwarded to Human Resources Services (HRS) for evaluation by the joint OCASA/Administrative job evaluation committee.
- e. The JFS will be evaluated by a joint committee (see Appendix A for Committee Terms of Reference). The results will be communicated to the employee by their supervisor. HRS will draft a letter outlining the results of the evaluation response for the supervisor.

### Scope

- **Salary Schedules:**

1. Salary ranges are recommended by the CEC as a result of market surveys contracted by CEC.
2. The Administrative Salary Schedule Base Salary Range will be based on the CEC's "Recommended Base Salary Ranges" for medium sized colleges.
3. Economic increases (changes to the Base Salary Range) will be effective April 1<sup>st</sup>.
4. The current college salary schedule will be posted on the HRS intranet.

- **Salary Administration:**

1. Administrative salary ranges are defined by the CEC.
2. Employees, with satisfactory performance, will normally move through the "Recommended Base Salary Ranges" in order to attain a Compa-ratio of 100%. Increases will be processed at April 1<sup>st</sup> of each year following confirmation of satisfactory performance by the employee's supervisor. Increases will be withheld until the required documentation is forwarded to HRS.
3. Administrative employees, who are on probation, are not eligible for an increase at April 1<sup>st</sup>, but rather at the conclusion of their probationary period, without retroactivity to April 1<sup>st</sup>.
4. When a JFS evaluation results in the position remaining in its current pay band, the incumbent(s) rate of pay remains the same.
5. When a JFS evaluation results in the position being placed in a higher pay band, the incumbent(s) in the position will be paid in the higher pay band at their current compa-ratio. Economic increases and movement through the salary range will continue.
6. When a JFS evaluation results in the position being placed in a lower pay band, the incumbent(s) salary will be "half circled" meaning the employee will receive half of the economic increases until the incumbent's rate of pay falls into the lower pay band (per the Administrative Terms and Conditions). New hires into the position will be paid in the lower pay band.
7. Employees who accept full time or temporary positions in:
  - the same pay band will remain at their previous salary;
  - a lower pay band will be paid at the rate closest to but not higher than their previous salary; or
  - a higher pay band will be paid 110% of their previous salary or the minimum of the higher pay band, whichever is greater.

## Policy Statements

- **Terms of Reference for role and purpose of the Administrative Job Evaluation Committee:**

1. The purpose of the Administrative Job Evaluation Committee is to apply the CAAT Classification/Point System to determine the pay band for each administrative position. The Committee's responsibility does not include determining the incumbent(s) actual rate of pay or place within the salary range of a pay band.
2. The Administrative Job Evaluation Committee shall consist of two (2) representatives of OCASA and two (2) representatives of administration, chosen to ensure the breadth of the College is represented.
3. OCASA shall provide the names of at least three (3) alternate committee representatives. While alternates will not regularly attend meetings they will be available to replace a member in the event of an unforeseen conflict. Alternates may sit in on meetings as observers only unless they have been designated to replace a member at a particular meeting.
4. Decisions of the Committee will be by consensus, and no decisions will be made unless a quorum is present. A quorum shall consist of four (4) members, with at least two (2) from each party. However, in any case, there shall always be equal numbers of administrative and OCASA members.
5. The Senior Manager, Human Resources, will chair the Committee and Committee members shall not evaluate their own positions or a position that they supervise *directly*.
6. Either party shall have the right of assistance from non-committee representatives but such persons shall not act as members of the Committee. Further, only with the consensus of the Committee may such representative(s) attend an Evaluation Committee meeting.
7. Notwithstanding the above, and in the event Job Fact Sheet clarification is required, either party may request that a representative employee be contacted to further explain particular job functions. The appropriate Supervisor may also be contacted for clarification. These requests will be granted; however, such individuals will not participate in the evaluation process.
8. To ensure effective working relations and decision-making, all matters discussed and negotiated within the Committee will be held in strict confidence by all members of the Committee. However, this does not preclude administration from discussing implementation progress with the Senior Team, nor does it preclude OCASA from discussing implementation progress with their membership.
9. Once the jobs have been rated the results shall be communicated, in writing, to the incumbent (where applicable) and the supervisor of the position, stating the results of the review. The Senior Manager, Human Resources, will prepare this communication.
10. The Senior Manager, Human Resources will rate the job for posting purposes when a vacancy must be posted before it is possible to have an Administrative Job Evaluation Committee meeting. The posting will state that the rate of pay is "under review" and an evaluation meeting will be held as soon as possible.

11. In the event of a change to an existing JFS “Request for Re-Evaluation” form must be completed and an updated JFS submitted.
  
12. In the event of disagreement with the evaluation result a revised JFS and an explanatory memo must be submitted to the committee. The Committee will review the information provided and make its final decision.

## Revision History

Version	Change	Author	Date of Change