

## New Hire or Position Change Salary Determination

Original Implementation Date	April 12, 2012	Approved by	CAO & Senior Management Team
Date of Last Revision		Approved by	
Effective Date of Last Revision		Approved by	

### **1 - Business Practice Name**

New Hire or Position Change Salary Determination

### **2 - Scope**

This applies to all non-union HRM employees.

### **3 - Procedures**

#### **New Hire Salary Determination:**

When hiring a new employee into a non-union position, the Senior Human Resources Consultant will forward a Non Union Salary Recommendation form to the Compensation Consultant in Human Resources. Using the Non Union Compensation Model, the Compensation Consultant will make a recommendation on the salary to be offered to the new hire. In the event the business unit has a need to offer a salary amount greater than that recommended by Talent & Total Rewards, the business unit will be required to present the reasons for the higher salary to the DCAO for approval. The recommendation provided by Talent & Total Rewards will also be presented to the DCAO for their consideration.

#### **Position Change Salary Recommendation:**

Generally, when an existing employee moves between positions within the same pay band, no salary adjustment is made. Consideration for a salary change can be made if it is determined by the Manager of Talent & Total Rewards that additional duties and/or greater responsibilities are involved.

Where an employee's position has been re-classified to a position with a higher pay band, Talent & Total Rewards will determine if the Promotional practice is applicable, otherwise the Non-Union Compensation Model will be used to determine the appropriate recommended salary.

### **4 - Contact**

Manager of Talent & Total Rewards, Human Resources