

## Salary Administration

Original Implementation Date	March 2011	Approved by	
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### **1 - Business Practice Name**

Salary Administration

### **2 - Purpose**

The salary structure for non-union staff is reflected in the non-union position ladder chart which identifies the level associated with each non-union position as determined by the job evaluation system. Each level has an associated salary range. These ranges are assessed every two years by HR Services to ensure that HRM's salaries are in line with market rates for comparable positions, within public sector at the local, Atlantic region, or broader national level, as applicable. Salary ranges are adjusted only after approval by the CAO and at the recommendation of the HR Director.

### **3 - Scope**

This applies to all non-union HRM employees.

### **4 - Procedures**

Adjustments to individual salaries, as distinct from salary ranges, are reviewed annually. Salary adjustments for non-union staff are based on performance within the context of the approved salary budget administered through the Individual Salary Adjustment (ISA) program.

The ISA program is the mechanism by which the annual non-union salary increase budget is allocated based on employee's eligibility, performance, and the ISA framework established annually by EMT.

Individuals at or above the top of their range will not receive a salary adjustment, but instead will receive a lump sum, normally split into two payments.

The initial placement of non-union employees in the applicable range shall be done through the Non-Union Compensation Model, which takes into account the individual's relevant experience (as determined by their manager), internal equity at the business unit, department and corporate levels, and their salary progression history.

With the approval of the HR Director, and at the recommendation of the applicable

business unit Director and DCAO, ad hoc salary adjustments may be used to address specific salary inequities, or to respond to unusual market pressures.

The amounts paid for Acting Pay Assignments; Compression; and Special Duties will be included in earnings for Group Insurance coverage and defined benefit pensionable earnings.

Wage rates and salaries for unionized staff are governed by the applicable collective agreement.

## **5 - Related Policies and Practices**

Non-Union Compensation Toolkit

## **6 - Contact**

Manager of Talent & Total Rewards, Human Resources