



AP 420 – COMPENSATION GUIDELINES (OUT-OF-SCOPE STAFF)

BACKGROUND

Saskatoon Public Schools believes it is in its best interest to establish guidelines on how employee salaries will be administered. To that end, this compensation procedure is designed to:

- establish pay levels that are competitive in the employment market in order to ensure that the required human resources and skills are attracted, hired, and retained;
- assign each employee to a salary range that appropriately relates pay to the employee's duties and responsibilities, and to administer salaries within these ranges so that differences in pay levels are consistent with differences in levels of responsibilities, qualifications and job performances;
- provide the means of maintaining proper control over compensation practices and expenditures so that organizational and budget objectives are met.

PROCEDURES

1. The Human Resources Department of the Division shall annually endeavour to gather reliable information regarding salary levels and increases provided by other organizations, both within the education sector and external to the education sector. This information shall be used annually to assist in assessing the need for salary adjustments for all employee groups.
2. Comparisons shall be made with provincial and local organizations, other Divisions in the province and Western Canada, and with other private and public sector employers.
3. The Board shall have responsibility for studying and approving recommendations developed by senior administration on compensation matters.
4. The process and schedule for salary administration activities shall be as follows:
 - 4.1. The Superintendent of Human Resources will annually provide a preliminary report to the Board by December 1 on the compensation issues deemed to be significant for the coming year.
 - 4.2. An annual recommendation on salary and/or benefit adjustments for all non-bargaining unit employees will be made to the Board by February 15 for the current fiscal year.
5. The establishment of salary levels for different positions will be based on the responsibility, educational and experience requirements, and the complexity of the positions. Each position will be assigned to a salary range which reflects the value of the job.
6. As a general guideline, there shall be a minimum of a 7% differential between salary ranges. Wherever possible, a 10% differential in gross salary paid shall be maintained between an employee and the employee's immediate supervisor.
7. The performance of each employee shall be reviewed and appraised at regular intervals in accordance with Administrative Procedure 403.
8. Employees shall receive a minimum 5% increase on promotion to a position in a higher salary range. The Superintendent of Human Resources, in consultation with the appropriate department head, shall approve the salary range placement of employees receiving promotions (with the exception of



Senior Administration positions). The salary placement for Senior Administrative staff shall be approved by the Director.

Date Last Revised: October, 2005