
Salary Administrative, Professional and Technical Employees

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

- 1.1 The University of New Brunswick as an employer will aim to establish pay practices which are fair and reasonable in relation to the work performed, qualifications required and responsibility assumed while reflecting the competitive job market and the University's ability to pay.

2.0 Applicability

- 2.1 University-wide
- 2.2 This policy applies to employees in positions that have been evaluated using the Hay System.

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 The University has adopted the Hay and Associates, Canada Ltd. method of job evaluation which will be used to determine the internal and external salary comparisons. External comparisons will normally be made to the Province of New Brunswick for entry level positions and to the Atlantic region for positions of higher levels of responsibility.
- 4.2 ANNUAL REVIEW: The salary ranges will be reviewed on an annual basis.
- 4.3 SALARY CHANGE DATE: The effective date of any salary change resulting from the annual general review shall normally be on or about July 1st of each year unless budgetary constraints dictate otherwise.
- 4.4 SALARY LETTER: Each eligible employee will receive a letter showing the current salary and salary range and the revised salary and salary range whenever their salary is adjusted.
- 4.5 SALARY AND SALARY RANGE CHANGE: An employee's salary may change as a result of the annual salary review, a promotion, a special adjustment or changes to the assigned duties.
- 4.6 PROMOTIONAL INCREASE: On promotion, an employee's salary normally will be increased by the greater of 5% of salary (unless the resulting change in the salary range is less than 5%, in which case the promotional increase to the employee's salary would be proportionately equivalent to the % change in the salary range) or the amount required to move the individual to the minimum of the new range. These calculations will exclude any market differential received, if applicable. The effective date of the salary change will be

Salary Administrative, Professional and Technical Employees

Human Resources & Organizational Development (HROD)

Policy

determined by the Department of Human Resources & Organizational Development after consulting with the Dean or Director.

- 4.7 PROMOTION: An employee may be promoted as a result of successfully competing for an advertised vacancy or by being assigned responsibilities that increase the job worth to the University.

4.8 JOB DESCRIPTION

4.8.1 Each employee will have a job description for their position which will require the approval of the individual's immediate supervisor, Department Head, and Dean or Director. The employee's department is to ensure that the job descriptions are reviewed at least annually and re-written when changes in job content have occurred.

4.8.2 The completed job descriptions are to be submitted to the Department of Human Resources & Organizational Development where the descriptions will be used to administer the salary policy.

4.9 REQUEST FOR POSITION REVIEW

4.9.1 When an employee feels the duties and responsibilities of their position are incorrectly assessed, that employee may request the assessment be reviewed by revising the job description and forwarding it to the supervisor. A position may be reviewed at the request of the employee, supervisor, department head or Dean or Director by completing the appropriate forms which are available from the Department of Human Resources & Organizational Development. The request and required forms must be submitted to the Department of Human Resources & Organizational Development by the Dean or Director along with an approved copy of the revised job description showing changes from the previous job description and a covering recommendation (positive or negative).

4.9.2 The results of the position review will be communicated by the Human Resources Consultant (Employee Relations & Salary Administration) to the Dean or Director who shall communicate the results to the employee. At least six months must elapse between reviews of the same position.

- 4.10 APPEAL OF POSITION REVIEW: The employee may appeal the results of a position review within 15 working days of notification by submitting the appropriate form to the Associate Vice-President, Human Resources & Organizational Development who shall refer the request to a senior administrative committee, the members of which have been trained in job evaluation.

Salary Administrative, Professional and Technical Employees

Human Resources & Organizational Development (HROD)

Policy

- 4.11 CRITERIA FOR APPEAL: The committee shall hear appeals which are based on the position responsibilities and shall not hear appeals which are based on the qualifications and performance of the incumbent.
- 4.12 SUBSEQUENT APPEAL
 - 4.12.1 Where the committee has rendered a decision on an employee's appeal, the committee shall only entertain a subsequent appeal from the same employee on the same position or set of duties when:
 - 4.12.1.1 a minimum of twelve months have elapsed from the date of the committee's previous decision, or;
 - 4.12.1.2 the employee can demonstrate in writing to the satisfaction of the committee that the duties and responsibilities of the position have undergone a substantial change from the date of the committee's previous decision.
- 4.13 SALARY PLACEMENT AT TIME OF HIRE: A new employee's salary for a particular position shall be determined by the Department of Human Resources & Organizational Development on the basis of the individual's relevant formal education and related work experience. The department will be consulted in establishing the starting salary; however, the salary offer will be made by the Department of Human Resources & Organizational Development.
- 4.14 ANNIVERSARY DATE: The anniversary date of an employee shall be the date of appointment or the date of promotion, whichever is more recent. For purposes of providing increases on the anniversary date the effective date of the increase shall be the commencement of the closest pay period.
- 4.15 EXPERIENCE ADJUSTMENT: An employee whose salary is below the maximum rate for the position may have their salary increased within the salary range for the position in recognition of gained satisfactory work experience on an annual basis. This will normally be done in connection with the employee's anniversary date. The experience adjustment shall be 4% of salary for a full-time employee unless that amount would exceed the employee's salary range in which case the amount shall be the difference between the employee's present salary and the maximum of the salary range.
- 4.16 PART-TIME OR TERM EMPLOYEES
 - 4.16.1 Employees who work on a part-time or renewable term basis will be eligible for an Experience Adjustment in connection with their Anniversary Date on the following basis:

Salary Administrative, Professional and Technical Employees

Human Resources & Organizational Development (HROD)

Policy

- 4.16.1.1 more than 160 hours worked but less than 480 hours worked in the twelve months preceding the Anniversary Date - 1%
 - 4.16.1.2 more than 480 hours worked in the twelve months preceding the Anniversary Date but less than 950 hours worked - 2%
 - 4.16.1.3 more than 950 hours worked in the twelve months preceding the Anniversary Date but less than 1400 hours worked - 3%
 - 4.16.1.4 more than 1400 hours worked in the twelve months preceding the Anniversary Date - 4%
- 4.17 ADJUSTMENT DATES: If the employee's anniversary date falls on the same date as an economic adjustment of the salary range, the employee's increase within the range shall be considered to be subsequent to the economic adjustment.
- 4.18 APPROVAL OF EXPERIENCE ADJUSTMENT: The Department may approve or withhold an experience adjustment by submitting the appropriate letter to the Department of Human Resources & Organizational Development. Should the Department wish to withhold an experience adjustment to an employee whose performance is not satisfactory, the Department of Human Resources & Organizational Development should be consulted prior to withholding the adjustment.
- 4.19 DELAY OF EXPERIENCE ADJUSTMENT
 - 4.19.1 An employee whose performance is not satisfactory and who was not granted an increase within the salary range on their anniversary date may be granted an equivalent increase at a later date which would be effective on the documented date the approval was granted.
 - 4.19.2 An employee who has been absent for a significant period of time may have their Experience Adjustment delayed and Anniversary Date changed accordingly.
- 4.20 SPECIAL ADJUSTMENT: An employee's salary may also be adjusted within a range if the employee acquires increased job skills or upgrades their relevant educational level. The Dean or Director will apply to the Department of Human Resources & Organizational Development for this adjustment.
- 4.21 TEMPORARY ADJUSTMENT: An employee who is offered and accepts an assignment to perform the duties of a higher level vacant position or accepts special additional duties on a temporary basis may receive a lump sum payment and/or substitution pay of normally 5% of salary during the specified period, provided it exceeds two weeks. Substitution pay is to be authorized by the Department of Human Resources & Organizational Development.
- 4.22 SPECIAL DUTIES ADJUSTMENT: An employee who accepts special additional duties for a fixed term may receive a Special Duties Adjustment. This adjustment must be

Salary Administrative, Professional and Technical Employees

Human Resources & Organizational Development (HROD)

Policy

recommended by the Dean or Director to the appropriate Vice-President, who shall consult with the Department of Human Resources & Organizational Development to ensure consistency in the awarding and amount of a Special Duties Adjustment.

- 4.23 MARKET DIFFERENTIAL: The University recognizes that for certain positions, due to market pressures, a market differential may be required. A market differential will be an adjustment to salary but not to the salary range. The differential will be determined by the Department of Human Resources & Organizational Development after consultation with the Dean/Director. The differential will be reviewed annually and could be increased, decreased, unchanged or eliminated. An employee's salary may exceed the maximum of their salary range due to a market differential.
- 4.24 RED CIRCLING: If an employee's salary has exceeded the maximum of their salary range, except where a market differential is being paid, then that salary shall be red circled. This means that the employee's salary will be brought into their range over a period of time. If the salary range of a Red Circled employee is increased due to a position review or promotion, the employee would not receive a salary increase unless the new salary range exceeded the employee's present salary.
- 4.25 BI-WEEKLY PAY PERIODS: Where possible, promotions and commencements should coincide with the start of a bi-weekly pay period.

5.0 Interpretation and Questions

- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to the Human Resources Consultant (Employee Relations & Salary Administration) at 453-4648.