



BOARD / OPERATIONAL

Management Classification Plan & Pay G54

POLICY

The Board will rely on the out of scope classification plan for all Regional Colleges to keep current a Salary Range for all out-of-scope position levels. The pay level for new positions will be determined jointly by the Human Resources Director and the President using the Out Of Scope Job Evaluation Plan developed by all Regional Colleges.

PROCEDURES

1. The general practice will be to offer new employees a starting salary at the first level of the appropriate pay grid. The President may negotiate a beginning salary at a higher level on the grid if necessitated by market conditions or warranted by the education and previous experience of the candidate provided equity is maintained between the starting salary and qualifications of the new employee and the current salary and qualifications of present employees in similar positions.
2. All appointments, whether initial, on promotion, on transfer or on demotion, to an ongoing position may commence with a probationary appointment. The purpose of the probationary period is:
 - a) To provide the individual appointed to the position the opportunity to demonstrate their competence to satisfactorily perform the duties and responsibilities of the position; and
 - b) To provide the College the time to fairly and adequately assess the individual's ability to fulfill the responsibilities of the position on an ongoing basis and his personal suitability to the team and to the College.
3. The probationary period for initial and subsequent management appointments may be up to six (6) months extending from date of appointment, at the discretion of the President.
4. Performance Reviews will be done annually on the anniversary date of the employee's initial employment date. Following an annual performance review where the overall rating is "satisfactory" or higher, a salary increment will be granted. Typically, the increment shall be the equivalent of one "step" within the applicable salary range, with "steps" established so an employee progresses from the range minimum to the range maximum in 6 steps, 6 years of satisfactory experience.

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5. If the President feels that the employee's performance needs improvement, the increment may be withheld. A plan for performance improvement will be put in place immediately. Performance will be reviewed periodically until performance improves and the increment is granted. If performance does not improve, further disciplinary measures may need to be taken, up to and including termination.
6. The Board of Governors will apply the Performance Review and salary increment processes similar to Steps 3 & 4, to the President. In addition, the Board may complete a 360-degree review of the CEO.
7. An employee who is temporarily assigned, formally and in writing by the President to perform the duties of a higher paid position for a period of more than twenty working days shall receive a temporary salary supplement. Such supplement will be dependent upon the level to which the incumbent undertakes the duties and responsibilities of the position (caretaker role or all duties and responsibilities.) The President will determine the nature of the acting incumbency. In the case of the temporary absence of the President, the Board will review and make the appropriate salary adjustment. The temporary salary supplement will not exceed the position's incumbent's salary.
8. "Acting pay" will not be paid to staff that cover off for another employee for a period of less than 20 working days.