

Out of Scope Salaries

Background

GSSD recognizes the importance of employee retention and that a skilled and engaged workforce must be valued for its contributions and dedication. This administrative procedure will enable GSSD to offer compensation that will attract qualified employees and ensure pay structures are responsive to prevailing market conditions with a focus on the education sector provincially.

Salary Review

1. Every fourth January, the Superintendent of Human Resources will prepare an Out Of Scope (OOS) Salary Review report for the Board of Education with respect to an annual economic adjustment to the OOS base salary grid. The base salary grid may be adjusted to ensure GSSD remains in line with current economic trends, is able to retain competent employees, and to avoid dramatic adjustments to the grid in future years.
2. If an annual increase is warranted based on the salary and job description review of each job category, the Board will be presented a decision item no later than April 30 of the review year establishing the change to be applied to the base salary grid effective September 1 of the same calendar year.
3. An employee's salary shall not be adjusted if the salary review indicates their wage is above or below 5% of the median salary of the comparable job classification. Should a downward adjustment to the base pay salary grid occur as a result of the salary review the employee's salary shall be red circled (frozen) until the salary falls within the new grid created as a result of the review.
4. The annual approved salary adjustment will be distributed to employees. This adjustment is applied to all employees' base salary. Salaries above the salary review median are red-circled and are not eligible for annual increases until adjustments in the revised salary grid bring it to within their rate of pay.
5. Employee's salaries that are red-circled will be reviewed annually.

Labour Market Trends

1. The Director of Education in collaboration with the Superintendent of Human Resources and Chief Financial Officer should ensure that pay equity and adjustments are administered appropriately.

2. The Human Resources Department is charged with the responsibility of ensuring that the total compensation program is managed for consistency and equity. For salary grids, most salaries are expected to cluster around the median ~~midpoint~~ of the market comparative group rate.
3. The market comparator group shall, as much as possible, comprise of:
 - school divisions that are most like GSSD taking into consideration such factors as: budget/funding allocation, student enrollment, geographic area, number of schools, and transportation services;
 - regional labour market, economic environment, industry type, comparable sized organizations within the boundaries of GSSD and any other conditions or factors that the Director deems suitable; and
 - a comparison of OOS job descriptions and department size to those of other school divisions.

Annual Compensation Adjustments

1. Upon discussion with Senior Administration, the Superintendent of Human Resources will recommend to the Board, annually, one of the following economic adjustments to the OOS salary grid:
 - adopt the same monetary increases as negotiated by the Saskatchewan Teachers Federation in the Teacher's Provincial Collective Bargaining Agreement; or,
 - adopt one of the GSSD collective bargaining increases; or,
 - adopt the Saskatchewan Consumer Price Index (CPI) to a maximum increase of 3% from the year prior at the time of the review.
2. The compensation adjustment is upon discretion of the Board of Education and takes into consideration the following factors:
 - provincial funding allocations;
 - local labour market trends;
 - the division's ability to pay; and/or,
 - any other factors determined by the Board.
3. Administrative Council is responsible for ensuring that compensation policies and practices for annual adjustments are communicated when on-boarding an employee whom they supervise.

Grid Placement

1. Initial placement on the salary grid is determined by senior administration. All employees new to GSSD will be placed on the appropriate salary step and grid by Human Resources in consultation with senior administration.

The employee's achievements, education, or experience must be significant for initial placement higher than step 1 on the salary grid.

2. An internal equity adjustment may be made when there is an inequity between the salaries of newly hired and experienced employees in the same job and with comparable experience, qualifications, and performance. It may also be given when there is an inequity between the salaries of supervisors and subordinates.
3. Salary adjustments granted will not be retroactive.

Acting Pay

1. Acting pay will be awarded to employees if they are assigned in writing by the Superintendent of Human Resources to take on all or a significant part of the responsibilities of a position of a higher grade than their regular position.
2. The request for acting pay by the employee or the supervisor should include a clear list of duties and responsibilities that are not part of their regular job description.
3. When an employee is temporarily assigned a substantial portion of the duties and responsibilities of a higher position, the employee is in an acting capacity and will be paid the greater of a premium of 15% or half the difference between their current rate of pay and the position above.
4. The Director of Education, Supervisor and Superintendent of Human Resources are responsible for assigning acting duties from existing job descriptions based on operational needs and taking into consideration the previous performance, knowledge, skill, and ability of an employee to perform the work required.

Extenuating Circumstance Pay

1. In rare and extenuating circumstances where additional duties/responsibilities are necessary when unforeseen situations arise due to emergent or operational needs and an employee is required to perform the full scope of their position plus additional duties as assigned by the Director of Education or designate; the Director of Education may notify the Board and present a report and recommendation to temporarily adjust the employee's monthly compensation.
2. Extenuating circumstance pay may consist of additional vacation days, or a financial bonus to ensure the employee is fairly compensated and recognized for their efforts at the end of the additional assignment. This compensation will be co-determined between the employee and the Director or designate.

3. The rate of compensation in the event an extenuating circumstance arises will be 15% of their current rate of pay for the duration of the circumstance or the equivalent in vacation days.
4. Extenuating circumstance pay cannot be combined with overtime compensation.
5. Only written contracts from Human Resources will be considered valid.
6. All additional remuneration is at the sole discretion of the Director and must be approved by the board on a case-by-case basis without prejudice and without precedent.

Criteria for Acting Pay and Extenuating Circumstance Pay

1. The following are items of consideration:
 - 1.1. Requests should be made to the director by the immediate supervisor in writing using *Form 513:12 Pre-Authorization of Additional Hours* and include the reasons behind the request.
 - 1.2. Prior to extra compensation being offered, internal coverage will be explored.
 - 1.3. Requests should not be considered for less than 20 days or greater than 12 months. A clear end date of the additional responsibilities will be indicated. Scenarios greater than 12 months should come with a review of the job description for the regular position.
 - 1.4. The request should come with evidence of specialized knowledge, experience or superior skills needed for the circumstance.
 - 1.5. All required certification and educational requirements, and/or experience, are necessary for the special circumstance compensation.

Definitions

Red-Circle - When an employee's rate of pay is above the maximum salary identified for the position, the employee is considered "red-circled."

Temporarily - If this is prolonged, the Director can request a job description review.

Guidelines for Salary Review

1. Salary reviews must come with a Job Description comparison. This may lead to a renewed job description or a reclassification.
2. Salary reviews must include department size, number of employees supervised, educational background, and experience.
3. Reviews are transparent and co-constructed between HR and the employee.
4. Reviews are completed on a 4-year cycle.
5. The labour market comparable is:
 - Chinook
 - Horizon
 - South East Cornerstone
 - Living Sky
 - Prairie South
 - Sun West
 - North East
 - Sask Rivers
 - City of Yorkton
6. Can be initiated in accordance with the employment contract in non-salary review years.

Legal Reference: Section 85, Education Act
Forms Manual: 513:12 Pre-Authorization of Additional Hours

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