
Pay Arrangements

Policy Number:	4115
Key Process Area:	Employee Culture & Engagement
Owner:	VP FA
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POLICY STATEMENT

New Brunswick Community College (NBCC) is committed to consistent and fair compensation administration for our employees, and where warranted due to meeting or exceeding performance expectations, provides increases in pay within the pay band of the job. Employees are compensated when requested to take on the role of a higher paid position or when required to take on substantial additional responsibilities.

PURPOSE

The purpose of this policy is to provide guidance to managers on the types of additional pay, above base pay, that are available in select situations as well as direction on pay in the case of promotions or demotions.

SCOPE AND LIMITATIONS

This policy applies to non-union employees. Unionized employees should refer to their collective agreement.

1.0 DEFINITIONS

Anniversary Date

-the date the employee commences work in their current position or upon promotion to a position with a higher control point maximum.

Regular Rate of Pay

-the bi-weekly pay associated with the position.

Control Point Maximum

-the maximum regular rate of pay of an evaluated position.

Discretionary Range

-additional steps in the pay band above the control point maximum for the purpose of re-earnable increments, calculating acting pay and pay upon promotion.

Merit Increase

-an increase in regular rate of pay awarded as part of the annual work plan review, up to the control point maximum.

Promotion

-an advancement to a higher paid position (with a higher control point maximum).

2.0 IMPLEMENTATION

2.1 Types of Pay Arrangements

2.1.1 Performance Pay

Merit increase refers to progression through the salary range associated with the employee's pay band and is dependent on performance. Increases in pay for satisfactory performance (meets expectations) are limited to two (2) steps. Where performance exceeds expectations, three to five (3-5) steps may be awarded up to the control point maximum.

2.1.2 Acting Pay

Where an employee is temporarily required to perform the duties of a higher paying position, acting pay may be awarded as follows:

- a) if the acting appointments exceed one (1) month, four (4) steps on the employee's pay band or the minimum step of the position acting in.

2.1.3 Pay for Substantial Additional Responsibilities

When an employee is temporarily assigned substantial responsibilities in addition to their current responsibilities, they will be awarded a 5% increase for the period of time the additional responsibilities are assigned.

2.1.4 Pay on Promotion

On promotion, the employee is paid at that step in the new pay band which:

- a) provides an increase of four (4) pay steps in their current pay band or 5%; and
- b) does not exceed the control point maximum of the new position.

Employees who have been receiving acting pay for twelve (12) months prior to the promotion to the role they are acting in will have the acting pay included in the calculation for the promotion increase.

Employees receiving coordinating instructor pay for the two academic years prior to a promotion to Academic Chair will have the coordinating instructor pay included in the calculation for the promotion increase.

2.1.5 Pay on Demotion

If the employee's rate of pay exceeds the control point maximum of the pay band of the new role, the following applies:

- a) If an employee has requested to be placed in a lower paid position or is part of a competitive process, the employee's rate of pay will immediately be reduced to the control point maximum of the new pay band; or
- b) if an employee is impacted by a reorganization, the employee's rate of pay will be maintained for a period of 18 months, then placed at the control point maximum of the new pay band.

3.0 OTHER RELATED DOCUMENTS

Performance Appraisal Form – Management (4000.5208)

Performance Appraisal Form – Non-Union (4000.5206)

Performance Management Guidelines (4000.5056)

Staff Change Form (4000.4808)