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## **Pay Arrangements**

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

NBCC values leadership with integrity and demonstrates that by taking pride in its collective accountability. All Employees are expected to be accountable for their actions and must conduct themselves in such a way as to instill public confidence and trust in the College.

NBCC demonstrates its accountability through our commitment to consistent and fair compensation administration for our employees; including where warranted due to performance, substantial additional responsibilities, position reclassification or promotion to a higher paid position.

### **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 Management and Non-Union Employees. Unionized Employees should refer to their collective agreement.

In no case will the application of this policy result in a remuneration exceeding the control point maximum of the respective pay band.

## **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.

### **Control Point Maximum**

Maximum regular rate of pay of an evaluated position.

### **Employee**

A person who is subject to an employment agreement with NBCC, meets the definition of Employee under the Public Service Labour Relations Act and any further description within NBCC collective agreements.

### **Merit Increase**

An increase in regular rate of pay awarded as part of the annual work plan review, up to the control point maximum of the position's pay band.

### **Promotion**

Advancement to a higher paid position (with a higher control point maximum).

## Regular Rate of Pay

# Bi-weekly pay associated with the position.2.0 IMPLEMENTATION

## 2.1 Types of Pay Arrangements

### 2.1.1 Application of Merit Increase

Merit increases for satisfactory performance 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 and Substantial Additional Responsibilities

- a) When an Employee is temporarily assigned substantial responsibilities in addition to their current responsibilities, they will be awarded a 5% increase for a period not to exceed twelve (12) months for which the additional responsibilities are assigned.
- b) Where an Employee is temporarily required to perform the duties of a higher paying position, acting pay may be awarded if the acting appointment exceeds one (1) month. Acting pay compensation will be four (4) steps on the employee's pay band or the minimum step in the pay band of the acting position.

### 2.1.3 Pay on Promotion

When an Employee achieves promotion through appointment, following a twelve (12) month acting period and completion of a satisfactory performance appraisal, the Employee's qualifications should be reassessed to determine appropriate pay in line with the position requirements and classification.

When an Employee achieves promotion through a formal competitive process, the Employee's qualifications should be reassessed to determine appropriate pay in line with the position requirements and classification.

### 2.1.4 Reclassification

On reclassification, an Employee is paid at that step in the new pay band which:

- a) Provides an increase the greater 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.

### 2.1.6 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.

## **2.2 Exceptional Pay Arrangements**

At the sole discretion of the President and CEO, NBCC may apply exceptions to the above pay arrangements on an extraordinary basis.

## **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)