

**Provincial Out-of-Scope
Job Evaluation Plan**

**“Equal Pay for Work of Equal Value and Pay
Equity”**

Compensation Policy Guidelines

**Updated
July, 2014**

Provincial Out-of-Scope Job Evaluation Compensation Policy Guidelines

(This document works in conjunction with the “Terms and Conditions of Employment – Out-of-Scope Employees” (T & C) document.)

Out-of-Scope Classification

A provincial Classification Plan has been approved and adopted by the Ministry of Health (MOH) for Regional Health Authorities (RHAs), Saskatchewan Cancer Agency (SCA), and Affiliates in Saskatchewan for Out-of-Scope employees. The Plan embraces the principles of “equal pay for work of equal value” and “pay equity” and follows the Government of Saskatchewan Policy Framework. Policy approval has been obtained from the Personnel Policy Secretariat.

The Plan came into effect April 1, 2006.

Purpose – Out-of-Scope Compensation Guidelines

The guidelines are intended for all out-of-scope employees except where other employment guidelines apply, which may include but is not limited to Board Members, physicians, and students.

Procedure

The Compensation Policy Guidelines may be reviewed and recommendations made to SAHO by the Council of CEOs. Any changes would be approved by the MOH.

Compensation Guidelines

1. *Green Circling*

Green circling is a compensation practice in the application of economic cost of living increases. This practice ensures that those incumbents, who are paid an amount that is higher than the pay band maximum, will continue to receive full economic increases.

2. *In-Scope Compression Guideline*

See T & C document, Article 14.4

Compression is defined as the salary differential between the maximum of the manager’s pay band compared to the top step of the

in-scope classification that he/she supervises, and which has the same qualifications as those required for the manager.

Compression guidelines include:

- Applicable in-scope premium pay items/market supplements. (Primarily defined as education pay items. Other extenuating circumstances at the employer level may need to be recognized. However, this would not include overtime or call out pay.)
- Must have at least one employee (in-scope) reporting to the OOS manager.
 - Nurse Managers – Nurse Managers are ‘compressed’ to the Nurse B level, or if a Nurse C reports to them, then ‘compressed’ to the Nurse C level (including Nurse Practitioners.)
 - HSAS Managers – If a HSAS manager has several professional disciplines reporting to him/her, the compression guideline will not apply to all disciplines. The compression guideline will apply only to the professionals that the manager possesses the qualifications for (i.e. professional designation). However, it is recognized that some form of compression (separate from this guideline) may be needed to additionally compensate the manager in this situation.
- If an OOS employee possesses the same qualifications as an ‘compressed’ in-scope classification (regardless if the position supervise/manages them) and the position requires those qualifications then the compression guideline would apply.

3. *Out-of-Scope Compression Guideline*

See T & C document, Article 14.4

4. *Implementation – Movement to Pay Steps*

See T & C document, Article 14

5. Salary on Initial Appointment

See T & C document, Article 14.2

This situation would include appointing new employees to the organization, as well as appointing in-scope employees to out-of-scope positions.

Normal practice is to offer a salary at or near the minimum of the pay band. When a rate above the minimum is required to attract a candidate, the manager is guided by the following considerations.

- Competencies of the candidate; what does the candidate bring to the job?
- Candidates current salary; what is the candidate willing to accept?
- External market, does the candidate possess credentials and/or competencies which are “in-demand” by other employers and therefore difficult to recruit?
- Individual qualifications, where the candidate may possess exceptional qualifications which exceed the position requirements and where the additional qualifications are considered of value to the employer.
- Will there be room to progress within the pay band?

6. Temporary Salary Supplements

See T & C document, Article 14.2

To enable the employers to attract and retain qualified employees where the salaries required to attract candidates from a specific profession are higher than those which the classification and compensation systems provide, or to provide fair and equitable salary treatment based on specific situations including:

- Market - the regular pay band may not be competitive with the external market.
- Special Circumstances - including a secondment to another health employer – either a higher or lower paid position.

7. Salary on Promotion

See T & C document, Article 14.5

For Compensation Guideline purposes, a promotion shall mean being appointed to a position in a pay band with a higher maximum salary. Promotions can be to either temporary or permanent positions. If a temporary promotion, the salary adjustment will only be for the duration of the appointment.

8. Salary on Temporary Assignment

See T & C document, Article 14.8

If the duties and responsibilities of a position have changed on a temporary basis, the incumbent is eligible for a temporary higher rate of pay if the duties are considered to be at a higher level and/or the temporary assigned position has a pay band with a higher maximum.

The temporary salary adjustment will apply to temporary assignments of greater than six (6) weeks and will be in effect for the duration of the assignment.

The amount of the temporary adjustment is typically a percentage of the current rate of pay.