

	<p>POLICY</p> <p>Number: Title: TERMS AND CONDITIONS of EMPLOYMENT - Out-of-Scope Employees</p>
<p>Authorization</p> <p>[] President and CEO</p>	<p>Source: Cross Index: Date Approved: January 15, 2013 Date Revised: March 13, 2017</p> <p>Date Effective: Date Reaffirmed: Scope:</p>

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DEFINITIONS

Out-of-Scope Employee definitions for the purpose of this policy are:

Casual Employee means an employee who works on an irregular basis.

Managerial Out-of-Scope Employee means an employee whose work is that of a managerial nature and whose position is excluded from the application of the hours of work provisions of *The Saskatchewan Employment Act*.

Work of a managerial nature is defined as:

- Continuous work as opposed to work from time-to-time;
- With some independence and discretion;
- On duties that include:
 - i. Supervision, direction, performance management, hiring and/or promotion of subordinates; and/or
 - ii. Budgetary and fiscal management

Non-Managerial Out-of-Scope Employee means an employee who does not do work of a managerial nature, but is excluded from a bargaining unit. Non-Managerial Out-of-Scope Employee staff hours of work are regulated and the provisions of *The Saskatchewan Employment Act* continue to apply.

On-Call Employee means an employee who is expected to be available to the employer to return to duty at any time and is assigned on-call on a formal basis.

Out-of-Scope Employee means an employee who is excluded from a bargaining unit in accordance with *The Saskatchewan Employment Act*.

Permanent Full-Time Employee means an employee who has successfully completed a probationary period and is required to work the established full-time hours in their occupational classification.

Permanent Part-Time Employee means an employee who has successfully completed a probationary period and is required to work a designated portion of the full-time hours in their occupational classification.

Temporary Employee means an employee who is employed full-time or part-time, but has a specified end date for their employment with the employer.

In-scope staff temporarily filling an out-of-scope position is covered by these Out-of-Scope Terms and Conditions, except where excluded under specific benefit plans or collective agreements.

Note: A Saskatchewan Union of Nurses (SUN) employee who fills a temporary out-of-scope position will continue to be covered by the terms and conditions of the SUN collective agreement.

- **PURPOSE**

The purpose of this policy is to establish (Employer name) terms and conditions of employment for out-of-scope employees.

- **PRINCIPLES**

1. Compensation for out-of-scope staff will assist in creating an environment which will meet the organization's need to attract and retain high quality staff, foster individual and team responsibility and accountability, recognize accomplishments and contributions and maintain internal equity and consistent application of terms.
2. Out-of-Scope Terms and Conditions of Employment will support good stewardship of resources.
3. Out-of-Scope Terms and Conditions of Employment will recognize out-of-scope staff by providing a comprehensive package that supports market-based compensation.

- **POLICY**

- (Employer name) recognizes the important contribution and performance of out-of-scope staff in pursuing and supporting the employer's mission, vision, values and goals.
- The Out-of-Scope Terms and Conditions of Employment are attached and form part of this policy.
- In-scope staff that temporarily fill an out-of-scope position are entitled to coverage under the Out-of-Scope Terms and Conditions of Employment, except where excluded under specific benefit plans or other related collective agreement articles.

Exception: Saskatchewan Union of Nurses (SUN) staff temporarily filling an out-of-scope position will remain covered under the SUN collective bargaining agreement terms and conditions, at a minimum.

- **ROLES AND RESPONSIBILITIES**

- **All Staff**

- Understand and comply with the Out-of-Scope Terms and Conditions of Employment.
 - Consult with human resources if uncertain about how to interpret or apply the Out-of-Scope Terms and Conditions of Employment.

- **Human Resource Department**

- Ensure all staff has access to the Out-of-Scope Terms and Conditions of Employment.
 - The administration and application of this policy is the responsibility of the human resource department.

- **Joint Health Human Resources Committee**

- Any revisions or changes to this policy must be approved by the Joint Health Human Resources Committee and recommended to the Council of CEO's.

- **Council of CEO's**

- Consider recommendation(s) approved by Joint Health Human Resources Committee.

- **POLICY MANAGEMENT**

- The management of this policy, within an organization, including policy education, monitoring, and implementation is the responsibility of a designate appointed by the respective employer.
 - Administrative management and general communication is the responsibility of SAHO.

- **NON-COMPLIANCE/BREACH**

- Non-compliance with this policy will result in a review of the situation. Repeated non-compliance may result in disciplinary action up to and including termination of employment.

TERMS AND CONDITIONS of EMPLOYMENT – Out of Scope Employees

1. Hours of Work

1.1 Regular hours of work for out-of-scope staff are as follows:

- 1950 hours per year
- 37.5 hours per week
- 7.5 hours per day

An hourly rate for out-of-scope employees is derived from using the denominator of 1950 hours and the applicable established pay band annual salary. The payroll systems calculates the annual hours of work each year, which may vary from year-to-year as a result of the actual number of working days that are in any given year. The annual working hours in any given year may then be more or less than 1950 hours. This will result in out-of-scope employee being paid more or less than the annual salary reflected in their pay band, which is based on 1950 hours.

1.2 The nature of managerial out-of-scope staff duties may require an individual to work such hours as may be necessary to carry out the required functions and responsibilities of their position. Duties frequently require flexibility to accommodate varying workloads and operational needs.

Non-managerial out-of-scope staff hours of work are regulated and the provisions of *The Saskatchewan Employment Act* continue to apply.

1.3 Exceptional circumstances may arise requiring out-of-scope staff to work significant additional hours. Such situations may include emergencies, disasters, strikes or where an out-of-scope staff member is the last resort to fill a required clinical role.

- The determination to compensate in these situations will be made by the Vice-President for Human Resources and the Chief Executive Officer of the region.
- Should compensation be approved, all hours worked in excess of regular hours per week will be compensated at two (2) times regular salary rates of pay.
- Out-of-scope staff serving in a clinical role on an emergency basis will be compensated at a rate of pay as determined by the Vice-President for Human Resources.

1.4 Temporary out-of-scope SUN employees will continue to be covered under the SUN collective agreement and, therefore, their daily hours of work will remain at eight (8) hours.

For workplaces that require flexibility in their daily hours of work, an “Averaging of Hours” permit may be obtained through the Labour Standards Branch. To pursue this option, please contact Human Resources.

Extended shifts agreement may be required due to operational considerations.

TERMS AND CONDITIONS of EMPLOYMENT – Out of Scope Employees

2. Scheduled Days Off (SDO)

- 2.1 On April 1 of each year a total of twelve (12) scheduled days off (SDO) will be awarded to permanent full-time staff. SDOs are 7.5 hour paid days.
- 2.2 Other-than-permanent-full-time (OTFT) staff will have SDO prorated according to their letter of appointment.
Exception: Casual staff are not eligible for SDO.
- 2.3 Temporary full-time staff will have access to SDO, including in scope staff that are temporary filling out-of-scope positions.
 - 2.3.1 Other-than-full-time temporary staff will have SDO prorated according to their letter of appointment.
 - 2.3.2 Temporary staff will have SDO prorated according to the specified term of employment.
 - 2.3.3 For permanent and temporary new hires and in-scope transfers during the fiscal year SDO will be determined using one day per month for the remaining months in the fiscal year commencing the first day of the month following their date of hire or transfer.
- 2.4 Staff who are on approved Leaves of Absence of greater than 30 days, and Long Term Disability, during the fiscal year will have their annual allocation of SDO determined using one day per month for the months in the fiscal year they were actively at work.
- 2.5 SDO are required to be scheduled at a time that is mutually agreed upon between the employee and their manager.
- 2.6 Staff who terminate and have accessed their SDO bank in excess of the months of employment in the fiscal year i.e. prior to the next April 1, will be expected to reimburse the employer upon termination for the excess usage. Such time shall be deducted from unused vacation leave credits.
- 2.7 There is no carry-over or payout of unused SDO from year to year permitted.
- 2.8 In-scope transfers will have all banked time paid out prior to their transfer to the out-of-scope position. The banked time will be charged to the sending department.

TERMS AND CONDITIONS of EMPLOYMENT – Out of Scope Employees

3 Statutory Holidays

3.1 The employers recognize twelve (12) statutory holidays each calendar year. Other employer civic holidays may apply in certain geographic areas.

New Year's Day	Saskatchewan Day
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Sunday	Remembrance Day
Victoria Day	Christmas Day
Canada Day ¹	Boxing Day

¹Federal legislation – Canada Day

3.2 When the statutory holiday coincides with a normal day of rest, the holiday is reassigned in accordance with the following:

- Where the statutory holiday falls on a Saturday, the Friday preceding the Saturday will be observed as the holiday
- Where the statutory holiday falls on a Sunday, the Monday following the Sunday will be observed as the holiday

3.3 Statutory holiday pay for part-time and casual staff is calculated based upon the days paid in the four weeks preceding the statutory holiday.

4. Probationary Period

4.1 Probationary periods are determined by pay bands.

- For staff in pay bands 2 and below the probationary period is six (6) months.
- For staff in pay band 3 and above the probationary period is twelve (12) months.

4.2 An employee who transfers from an in-scope position to an out-of-scope position is to be considered as a new employee for probationary purposes. Reversion rights are subject to the terms of the applicable collective agreement. In transfer situations, the probation period may be waived by the designated employer representative.

5. Leave of Absence (LOA)

5.1 Personal Leave

5.1.1 Personal Leave may be required by staff to balance work and personal commitments or to attend unforeseen and/or emergent personal circumstances, e.g., family needs, medical appointments, unforeseen emergency that prevents the staff member from attending work, etc.

TERMS AND CONDITIONS of EMPLOYMENT – Out of Scope Employees

- 5.1.2 Extenuating circumstances may require flexibility in the application of this policy on the part of the employer.
- 5.1.3 Personal Leave shall be up to five (5) paid days (37.5 hours) for permanent and temporary full-time staff per fiscal year (April 1 of each year).
Personal leave will be prorated for part-time according to their letter of appointment.
- 5.1.4 Personal leave is not available to casual staff.
- 5.1.5 There is no carry over or payout of unused Personal Leave days from year to year.
- 5.1.6 Staff hired or transferring during the fiscal year will receive a prorated allotment based upon their date of hire or transfer to the end of the fiscal year, commencing the first day of the month following their date of hire or transfer.
- 5.1.7 Whenever possible, Personal Leave days should be scheduled at a time that is mutually agreed between the employee and their manager.

5.2 Sick Leave

- 5.2.1 Accrual
 - 5.2.1.1 Upon date of hire permanent full-time out-of-scope staff will have eighty-five (85) sick days placed into their sick bank and the bank will be reset to eighty five (85) each April 1st thereafter.
 - 5.2.1.2 Upon date of hire, part-time staff will have a prorated amount of sick leave time placed into their sick bank based on their letter of appointment and the bank will be reset each April 1st thereafter based upon their letter of appointment.
 - 5.2.1.3 Temporary full-time staff will accrue sick leave at the rate of 1.5 days per month to a maximum of eighty-five (85) days.
 - 5.2.1.4 Temporary part-time staff will accrue sick leave at the rate of 1.5 days per month on a pro-rated basis, based on their letter of appointment to a maximum of eighty-five (85) days.
 - 5.2.1.5 Casual staff will accrue sick leave credits on a pro-rated basis of 1.50 days per month, based on their hours worked each month to a maximum of eighty-five (85) days.
 - 5.2.1.6 Sick credits will be deducted from the employee's bank, as they are accessed.

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5.2.2 Long-Term Illness

5.2.2.1 For long-term illnesses greater than eighty-five (85) working days, out-of-scope staff (except temporary staff) will receive income protection from the 3sHealth Disability Income Plan in accordance with the plan document.

5.2.2.2 Temporary out-of-scope staff will receive income protection from the 3sHealth Disability Income Plan in accordance with the applicable plan document.

5.2.2.3. Out-of-scope staff will continue to accrue statutory holidays during the first eighty-five (85) days of illness.

Further details are available from 3sHealth's Employee Benefits Department and from 3sHealth's website, www.3shealth.ca.

5.3 Bereavement Leave

5.3.1 Bereavement Leave shall be up to five (5) paid days for permanent full-time, part-time and temporary out-of-scope staff without loss of pay for the death of an immediate family member. A member of the immediate family is defined as the employee's spouse, parent, child or sibling; the employee's spouse's parent, child or sibling; the employee's child's spouse; grandparents, grandchildren, aunt, uncle, niece and nephew. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

5.3.2 Casual staff have access to up to five (5) days of scheduled days of work.

5.3.3 Bereavement Leave can be extended up to 2 additional days for travel with the approval of the manager.

5.3.4 Up to one day for the death of another relative or close friend may be granted.

5.3.5 Extenuating circumstances may require flexibility in the application of this policy on the part of the manager/supervisor in consultation with the HR Department.

5.4 Jury Duty Leave

5.4.1 Out-of-scope staff are eligible to receive normal wages for jury duty or when acting as a witness on behalf of the employer. Any payment received from the court must be reimbursed to the employer.

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5.5 Civic Duty Leave

5.5.1 Out-of-scope staff elected to public office shall be granted an unpaid leave of absence for the length of the term held in Public Office. Upon return, the individual will be employed in the same or comparable position.

5.6 Military Leave

5.6.1 An individual who is a reservist (a member of a military reserve force; otherwise a civilian who has a career outside the military during peace-time) may require an unpaid leave of absence for the purposes of attending courses or training or participating with the Canadian Armed Forces in military exercise or deployment in domestic or overseas operations. Upon return, the individual will be employed in the same or comparable position.

5.7 Education Leave

5.7.1 Out-of-scope staff may be granted an unpaid leave of absence to continue their education for the mutual benefit of themselves and the health system, as approved by the employer.

5.7.1 Upon return, the individual will be employed in the same or comparable position.

5.8 Secondment Leave

5.8.1 A secondment is the temporary assignment of an out-of-scope staff member for a specific period of time to work on a project or assignment, which involves the movement of the individual as follows:

- To an external employer
- From an external employer
- Internally in the organization

5.9 Maternity Leave

5.9.1 Out-of-scope staff are entitled to a maternity leave of absence for a total of twelve (12) months. Staff accessing maternity leave will have their salary topped up to 90% of salary for a maximum of sixteen (16) weeks, based upon Employment Insurance eligibility. The region will fully top-up salary for the one (1) week waiting period up to 90% of salary.

Exception: Top-up does not apply to casual employees.

5.9.2 In-scope employees that are temporarily filling an out-of-scope position will be eligible for this benefit during their temporary appointment only.

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5.10 Adoption Leave

- 5.10.1 Out-of-scope staff who are the primary caregiver of an adopted child are entitled an adoption leave of absence without pay for a total of twelve (12) months.
- 5.10.2 In-scope employees that are temporarily filling an out-of-scope position are eligible for this benefit during their temporary appointment only.

5.11 Parental Leave

- 5.11.1 Out-of-scope staff who are a parent of a newborn child or newly adopted child and are not entitled to maternity or adoption leave, are entitled to parental leave without pay to a maximum of twelve (12) months.
- 5.11.2 In-scope employees that are temporarily filling an out-of-scope position will be eligible for this benefit during their temporary appointment only.

5.12 Professional Development Leave

- 5.12.1 Employers recognize the need for out-of-scope staff to have access to professional development opportunities. Employers will be accountable to determine how the funds will be distributed.
- 5.12.2 Out-of-scope staff who participate in local, provincial or national job-related professional activities or continuing education may be eligible for paid leave.

5.13 Unpaid Leave of Absence (LOA)

- 5.13.1 Out-of-scope staff are eligible for unpaid LOA upon approval by their manager/supervisor in consultation with Human Resources.
- 5.13.2 Unpaid LOA cannot significantly impact operations, as determined by the employer.
- 5.13.3 Entitlement during Unpaid Leaves of Absence:

Out-of-scope staff on an unpaid leave of absence of greater than thirty (30) consecutive days shall be entitled to earn vacation and statutory holiday pay for the first thirty (30) days.

6. Professional Licensing/Memberships

- 6.1 Where professional licensing or membership is required or is a benefit to the employer and/or staff member, the employer shall reimburse the individual.

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7. Benefit Plans

7.1 Informational brochures outlining the individual benefit plans and eligibility requirements are available from your Human Resource or Payroll/Benefits department. Information may also be viewed at www.3shealth.ca.

7.2 3sHealth Group Life Insurance Plan

The Group Life Insurance plan provides staff with basic life insurance and basic accidental death and dismemberment insurance. The employer provides premium payment for the first \$25,000 of life insurance coverage.

7.3 3sHealth Core Dental and Enhanced Dental Plan

The Dental Plans provide coverage for eligible staff and their dependents for dental services. The region is responsible for all premiums related to the plans.

7.4 3sHealth Disability Income Plan

The Disability Income Plan is designed to protect plan members from a complete loss of income due to a total disability. The employer is responsible for payment of 50 % of the employee's premiums related to this plan.

7.5 3sHealth Extended Health Care Plan

This benefit provides reimbursement against the cost of eligible medical services and supplies, where there is only partial or no coverage through our provincial health plan.

7.6 Saskatchewan Healthcare Employees Pension Plan (SHEPP)

SHEPP is a defined benefit plan that provides a pension based upon a formula. The employer contributes 112 % of the employee contribution.

7.7 Other Pension Plans

- CIVIC Pension Plan/Disability Plan
- Public Service Superannuation Plan (PSSP)
- Public Employees Pension Plan (PEPP)
- Local Authorities Pension Plan (LAPP)

7.8 Flexible Spending Plan-Health (non-taxable) or Lifestyles (taxable) Spending Accounts

The Flexible Spending Plan provides a specific amount annually that can be accessed to support your health and lifestyle choices

TERMS AND CONDITIONS of EMPLOYMENT – Out of Scope Employees

8. Workers' Compensation

8.1 When an out-of-scope employee is injured in the performance of his/her duties, or is absent as a result of an accident, occupational illness, or disease in connection with the employee's employment and the accident or illness is compensable under the provision of the *Workers' Compensation Act* the following applies:

For the first calendar year following injury, the employee will receive normal net pay from the employer and any benefits payable from Workers' compensation shall be paid directly to the employer on behalf of the employee. Employees shall continue to accrue vacation credits for the first year and maintain coverage under the employee benefit plans.

After one year from date of injury, the employee will receive payments directly from Workers' Compensation and the top-up portion by the employer ceases.

8.2 Permanent employees do not accrue vacation in the second or subsequent years.

8.3 Temporary employees do not accrue vacation or sick leave in the second and subsequent years.

9. Vacation

9.1 Vacation Year

The vacation year is the period of time commencing April 1st each year and concluding March 31st of the following year (same as fiscal year cycle) and is to be used for the purposes of scheduling vacation time.

9.2 Accrual of Vacation

Out-of-scope staff earn vacation credits on a monthly basis commensurate with length of service as follows:

- Initial Hire – 4 weeks (20 days) per vacation year
- Beginning the 5th year of employment – 5 weeks (25 days)
- Beginning the 15th year of employment – 6 weeks (30 days)
- These amounts are prorated for part-time, temporary and casual staff based on hours worked.

9.3 Vacation Rate of Pay

Vacation pay will be at the employee's annual salary at the time vacation is taken.

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9.4 Scheduling of Vacation

Staff shall discuss their annual vacation plan with their supervisor/manager where possible in advance of the vacation year. Vacation requests are subject to the approval of the employee's supervisor/manager and approval is based on the operating requirements of the department. Changes to the vacation plans are to be determined by the supervisor/manager and the employee.

9.5 Carry Over of Vacation

9.5.1 A maximum of five (5) days carry over is permitted from one vacation year to the next with supervisor/manager approval. This carry over is to be used in the next vacation year.

9.5.2 In extenuating circumstances greater than five (5) days may be carried over (e.g., Leaves of Absence-Maternity, Education, etc.) with the approval of the appropriate employer designate.

9.6 Payout of Unused Vacation

9.6.1 As a general policy the payout of vacation will not be permitted. Exceptions to this policy shall require the written consent of the portfolio Vice-President/designate and the region's human resources designate.

9.6.2 A resignation date will not be extended by scheduling vacation. A payout will occur following the last scheduled day worked.

9.7 Reinstatement of Vacation

9.7.1 Out-of-scope staff on vacation leave, who suffer a major illness or accident which results in the individual being confined under physician's care or hospitalized, may have their vacation time reversed to sick leave subject to approval of the appropriate employer designate.

9.7.2 The above would also apply to staff who are ill prior to their scheduled vacation.

9.7.3 Other approved leaves granted during the actual vacation period may result in the vacation time being reversed. i.e.

- Personal Leave
- Jury Duty
- Bereavement Leave

9.8 Cancellation of Scheduled Vacation

Where the employer requires an out-of-scope staff member to cancel their pre-approved, pre-scheduled vacation, the employer will reimburse the individual for unrecoverable expenses incurred related to the vacation where supported by receipts or other satisfactory proof as determined by the employer.

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9.9 Retirement

Out-of-scope staff may be able to utilize vacation prior to their retirement date up to their annual vacation accrual.

10. Deferred Salary Leave Plan

- 10.1 The Deferred Salary Leave Plan (DSLPL) is designed to enable out-of-scope staff to plan and finance a future leave of absence with income protection. The plan offers staff the advantage of saving funds of up to 33 % of their basic salary.
- 10.2 The length of leave shall not exceed twelve (12) months and cannot be less than six (6) months.
- 10.3 The DSLPL is available to permanent full-time out-of-scope staff who have completed a minimum of five (5) years of continuous service.
- 10.4 Should you require further information, please contact your regional human resources or payroll department.

11. Portability of Benefits

- 11.1 Portability within the Saskatchewan regional health authorities and the Saskatchewan Cancer Agency (inclusive of affiliates):
 - 11.1.1 Sick Leave – sick leave credits do not port from employer to employer within the Saskatchewan regional health authorities and the Saskatchewan Cancer Agency. Refer to section 6.2 for sick leave application.
 - 11.1.2 Vacation Leave – staff port accrual rate and service time for establishing progression to next vacation accrual rate to the new employer as approved by Vice President – Human Resources or designate. Previously earned credits will be paid out by the former employer.
 - 11.1.3 Scheduled Days Off (SDO) – days not used by the termination date are lost and are not portable. The new employer allocates a prorated amount upon hire based on the remaining months in the fiscal year. Refer to 2.0 for SDO application.
- 11.2 Recognition of previous experience outside the Saskatchewan regional health authorities and the Saskatchewan Cancer Agency for vacation benefits:
 - 11.2.1 The vacation accrual for new hires is 4 weeks (section 9.2). Recognition of previous experience may qualify the new hire for placement at 5 or 6 weeks accrual and will be determined by the employer and approved by the Vice-President – Human Resources or designate.
 - 11.2.2 Recognition of previous experience will establish progression to the next level of vacation accrual to a maximum of 6 weeks.

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11.3 Re-hire of Retirees Vacation Accrual recognition

- 11.3.1 Where the employer permits the re-hiring of retirees, re-hired retirees will be eligible to commence vacation accrual vacation credits based upon their accrual rate at time of retirement if re-hired within 60 calendar days of their retirement.

12. On-Call Designation and Compensation

12.1 All out-of-scope frontline operational managers or other out-of-scope personnel who are required by their employer to participate in approved frontline operational call rotation will be compensated as follows:

12.2 These staff are eligible for compensation through this policy as follows;

- Weekdays - \$55/day based on 16 hours of “on-call”
- Weekends and Statutory Holidays - \$110/day based on 24 hours of “on-call”

12.3 As necessary, compensation will be paid proportionately if an on-call period is split between two or more staff.

12.4 Vice-Presidents (or equivalent) and Directors (or equivalent) (at the employer’s discretion) are not eligible for compensation through this policy with the exception of the two (2) northern regions.

13. Northern Benefits

13.1 Special provisions for northern out-of-scope staff have been developed for recruitment and retention purposes. These provisions are applicable to out-of-scope staff employed by Keewatin Health Employer and Mamawetan Churchill River Health Employer, as well as Cumberland House (Kelsey Trail Health Employer).

13.2 Provisions include;

- Mileage reimbursements for 4 (four) round trips for health care from each location to (Employer name).
- Five (5) days special northern leave per calendar year plus mileage reimbursement for round trip relating to special northern leave for full-time staff. This benefit is prorated for part-time staff based upon their letter of appointment.
- In extenuating circumstances a carryover of five (5) days may be allowed by the approval of the Vice-President – Human Resources or designate. Such carry over must be taken during the next fiscal year.
- Six (6) days of personal leave rather than the standard five (5) days
- Fifteen (15) hours of medical care leave annually
- Annual Retention Payment: \$5600 for the following locations. Bi-weekly Northern Allowance: \$215 for the following locations;
 - La Loche
 - Ile a la Crosse

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- Pinehouse
- Sandy Bay
- Buffalo Narrows
- Cumberland House
- Beauval
- Annual Retention Payment: \$3700 for the following locations; Bi-weekly Northern Allowance: \$150 for the following locations;
 - Creighton
 - Green Lake
 - La Ronge

14. Provincial Compensation Plan

14.1 Rates of Pay

Pay band information can be viewed at www.saho.ca.

14.2 Salary on Initial Appointment

Consideration may be given to hiring an employee at a rate higher than the range minimum. The following factors should be considered when determining the starting rate of pay:

- 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?
- Internal equity – does sufficient justification exist for recruiting the employee at a rate higher than being paid to existing staff that evaluate in the same pay band?

14.3 In-range progression

14.3.1 Employers may choose to implement defined pay steps within the approved pay bands. The start rate of the pay band is 30% below the maximum rate. Pay bands will be established from Step 1 through 6.

14.3.2 For those employers who do not use pay steps, guidelines for in-range movement based on performance is determined by the respective employer.

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14.4 Compression

14.4.1 Compression is defined as the required salary differential between two positions where a direct reporting relationship exists, when comparing the maximum of the two pay bands. Specific compression situations are listed below which outline the various compression situations and how they should be managed by the employer.

Major guiding principles for compression situations:

- In-scope premium pay(s) such as shift differential or education recognition shall not be added to the base rate when calculating compression.
- An in-scope market supplemented and/or market adjusted rate of pay shall be used when calculating compression.
- Direct report specialized classifications (e.g., Scientists, PhD, Doctor) will not be considered when calculating compression, unless the qualification of the specialized classification is required for the out-of-scope position.

14.4.2 In-Scope to Out-of-Scope Compression

In-scope to out-of-scope compression is defined as the salary differential between the annual maximum of the out-of-scope position pay band compared to the top step annualized of an in-scope classification

- The compression differential will be 10%
- Qualified/Credentialed compression:
 - Where an out-of-scope position requires the same qualification(s) as a direct in-scope report classification
- Non-Qualified/Credentialed compression:
 - Where an out-of-scope position supervises one or more in-scope classifications whereby a specific in-scope qualification(s) is not required as determined by the employer
 - The technical direction/standards of practice for these individuals will originate elsewhere, but this supervision includes the accountability and responsibility for service/program delivery that includes these subordinate positions

14.4.3 Out-of-Scope to Out-of-Scope

Out-of-scope compression is defined as the salary differential between the annual maximum of the out-of-scope position pay band as compared to the annual maximum of the pay band of a direct report out-of-scope position. In situations where an out-of-scope position is receiving a compression adjustment, the compression salary will be used in determining if an out-of-scope to out-of-scope compression situation exists. The compression differential will be 10 % for the first level of out-of-scope to out-of-scope compression and 5 % thereafter for direct reporting relationships.

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14.5 Promotion

- 14.5.1 A promotion means appointed to a position in a pay band with a higher maximum salary or movement to a higher pay band as a result of reclassification.
- 14.5.2 Promotions can be to either temporary or permanent positions.
- 14.5.3 If a temporary promotion, the salary adjustment will only be for the duration of the appointment.
- 14.5.4 Promotional salary adjustments of a minimum of 8% will apply, but not exceeding the pay band maximum.
- 14.5.5 Performance adjustment review is one year from the effective date of the promotion date

14.6 Demotion

- 14.6.1 A demotion means if an employee voluntarily transfers to a position with a lower pay band, the employee's annual salary shall be adjusted to the next closest annual salary within the new pay band or if the present annual salary is within the new pay band, the salary remains unchanged.

14.7 Position Re-evaluation

- 14.7.1 The employer shall request a re-evaluation of a position where the position has had significant change to the functionality. A maintenance request form must be completed and forwarded along with a revised position description.
- 14.7.2 In situations where the new evaluation places the position in a higher pay band, the incumbent is entitled to an 8 % increase or movement to the minimum of the new pay band, whichever is greater.
- 14.7.3 In situations where the new evaluation places the position in a lower pay band, and the incumbent's current annual salary is greater than the maximum of the lower pay band, the incumbent will be provided with appropriate notice based upon employment law principles. At the completion of the notice period, the incumbent's salary will be adjusted to the maximum of the appropriate pay band.

14.8 Salary on Temporary Assignment

- 14.8.1 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.
- 14.8.2 The temporary salary adjustment will apply to temporary assignments of greater than 6 weeks and will be in effect for the duration of the assignment.

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14.8.3 The amount of the temporary adjustment is typically a percentage applied to the employee's current rate of pay.

15. **Travel Allowance**

15.1 Rates will be in accordance with the Saskatchewan Public Service Commission (PSC) Travel Allowance Appendix.

15.2 Information on the current PSC rates can be viewed at www.saho.ca (out-of-scope) website.

16. **Provincial Job Evaluation Plan**

16.1 SAHO and the employers are committed to the principle of equal pay for work of equal value, job evaluation. To facilitate this, positions are evaluated using the Hay Group Job Evaluation tool.

16.2 Information on the evaluation and maintenance processes can be viewed on www.saho.ca (out-of-scope) website.