

Research St. Joseph's – Hamilton (RSJ-H)		Pages 1 of 4	Number 065-RSJ-H
Policy Title Compensation Administration		Date 20 January 2017	
Supersedes New policy	Cross Reference	Issuing Authority RSJ-H Scientific Director	
<input checked="" type="checkbox"/> Charlton Campus	<input checked="" type="checkbox"/> West 5th Campus	<input checked="" type="checkbox"/> King Campus	

Position responsible for developing and maintaining the policy: RSJ-H Scientific Director

1.0 PURPOSE & GOALS DESCRIPTION

This policy outlines Research St. Joseph's - Hamilton (RSJ-H) Non-Union Compensation Program.

2.0 DEFINITIONS

Regular Full-Time Employee: An employee who regularly works thirty-seven and a half (37.5) hours per week.

Regular Part-Time Employee: An employee who makes a commitment to be available to be scheduled for work on a regular, predetermined basis. Hours of work do not regularly exceed twenty-four (24) hours per week.

Casual Part-Time Employee: An employee who is employed on a relief basis as requested by RSJ-H. Casual Part-Time employees do not have a regular work schedule.

Temporary Employee: An employee who is in a position for a specified period of time. Refer to policy 062-RSJ-H Employment Policies – Temporary Staff.

Classification Level: All non-union jobs are evaluated through a gender-neutral point factor job evaluation plan. Jobs are placed into a classification level based on the total point score of the job.

Salary Ranges: There are salary ranges with a minimum to maximum of range.

Promotion: A promotion typically occurs through the job posting process. It results from the change from a job in a lower classification level to a job in a higher classification level, where there is a change in the nature of the work.

Reclassification: A reclassification typically occurs through the job evaluation process. A reclassification results from the re-assignment of a job from a pre-existing classification level to a higher or lower classification level due to a change in job content and subsequent re-evaluation of the job.

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3.0 POLICY

It is the policy of RSJ-H to:

- Ensure the RSJ-H compensation program provides for internal equity and that it complies with Ontario's Pay Equity Legislation;
- Ensure salaries are competitive within the market where RSJ-H would attract new employees from and/or lose existing employees to. This may include comparable hospitals in LHIN 4 and Region 4 as well as universities and research institutes;
- Develop, implement and maintain a gender-neutral point factor job evaluation plan that is consistently used to evaluate non-union and management jobs and to place them into the appropriate classification level;
- Ensure that the classification structure provides opportunities for career development, succession planning, promotion, transfer, etc.;
- Ensure regular participation in industry salary surveys to compile competitive salary survey data;
- Ensure that the compensation program is understandable, efficient to administer, and is appropriate for the fiscal realities associated with the research sector; and to
- Ensure the compensation program is capable of supporting the strategic direction of RSJ-H and SJHH.

4.0 PROCEDURE

4.1 Recognition for Past Experience

As a general practice, all new employees will be hired at the start rate of the salary range appropriate to the job classification into which they are hired. RSJ-H may recognize and take into consideration at the time of hire an employee's past experience where such experience directly relates to the work to be performed.

Provided that an applicant's past experience warrants consideration, Researchers may recommend to Human Resources a salary above the start rate. Such recommendation will not be discussed with the applicant until it has been approved by Human Resources-Compensation and by the Executive Director of the Research Institute.

4.2 Benefits

Regular full-time employees are eligible to receive benefits in accordance with the SJHH Benefits Policy and Pension according to policy 071-RSJ-H Pension Plan.

A regular part-time employee and/or casual part-time employee shall receive in lieu of all fringe benefits (being those benefits to an employee, paid in whole or part by RSJ-H, as part of direct compensation or otherwise, including statutory holiday pay, but excluding vacation pay, standby pay, call back pay, reporting pay, jury and witness duty pay, bereavement pay, and maternity supplemental unemployment benefits) an amount equal to 14% of his/her regular straight-time hourly rate for all straight-time hours paid. The percentage in lieu of benefits for regular part-time employees and casual part-time employees who participate in the pension plan shall be 10%.

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4.3 Progression on the Wage Range

Regular full-time and part-time employees will receive an increase on the wage range at the discretion and ability of the researcher to pay. The Performance Appraisal process will be the tool used to initiate the increase.

4.4 Implementation of General Salary Changes

RSJ-H participates in an annual review of the competitive pay movement in the external market where RSJ-H competes for employees to ensure that the RSJ-H salary ranges remain competitive. If this market review demonstrates that an across the board increase is required to maintain competitiveness, a recommendation will be made to the RSJ-H Scientific Review Committee and Board of Directors. With approval, Human Resources will proceed as follows:

- Adjust the salary ranges as appropriate;
- Coordinate the implementation with Payroll; and
- Communicate the changes to all affected staff.

Regular full-time, regular part-time and casual part-time employees will be eligible for retroactive pay increases granted by RSJ-H, if applicable.

4.5 Establishment and Review of Employee Classifications

Through the review of salary survey data, job evaluation results and other relevant information, Human Resources-Compensation shall then make recommendations on:

- Requests for new job classifications and new salary ranges;
- Requests for salary treatment due to job reclassification and promotions, including those arising from the Job Evaluation Program; and
- Requests for investigation of alleged wage inequities.

Refer to policy 067-RSJ-H Request for Job Evaluation for the required documents and procedures to establish and/or review a position's classification.

4.6 Promotion

When an employee is promoted to a higher rated classification, his/her rate of pay shall be adjusted to a five (5) percent increase.

4.7 Reclassification

When an employee's position is reclassified to a higher classification level, his/her rate of pay shall be adjusted so that he/she receives at least 3% (provided that this change does not result in a salary which exceeds the maximum of the new salary range).

When an employee's job has been reclassified to a lower classification level, the employee's salary will not be adjusted. If the employee's salary is above the maximum of the salary range his/her rate of pay will be "red-circled" in accordance with the policy on red-circling (4.8 below).

4.8 Red-Circling

If the employee's salary is above the maximum of the salary range of the lower classification level, the employee's salary will be frozen or "red-circled" until such time as the salary scale in

the lower classification exceeds the employee's current salary. The employee will not be eligible for an annual across the board salary adjustment while his or her salary is above the maximum of the salary range.

4.9 Demotion

When an employee has voluntarily taken a demotion to a job in a lower classification level, the employee's salary shall not be adjusted. If the employee's salary is above the maximum of the salary range of the lower classification level, it will be reduced to the top of the salary range. The employee will be eligible for further across the board salary increases as long as his/her salary does not exceed the maximum of the salary range.

4.10 Transfers

When an employee is transferred from one job to a different job in the same classification level that has the same salary range, there will be no obligation to change the employee's existing rate of pay.

4.11 Service on Transfer

An employee whose status is changed from regular full-time to regular part-time or casual part-time shall receive credit for his/her service on the basis of 1650 hours for each year of full-time service.

An employee whose status is changed from regular part-time or casual part-time to regular full-time shall receive credit for his/her service on the basis of one year for each 1650 hours worked;

4.12 Acting Pay

Acting pay is paid to an employee when he/she is temporarily assigned additional responsibilities of a job that is in a higher classification level than the classification level of that employee. In a responsibility pay situation there is a defined duration of the assignment and the higher level duties must be substantial enough to warrant acting pay – e.g., providing coverage for a Supervisor or Manager during a leave of absence, or when a higher level job is vacant for a significant period of time. The employee typically receives a percent (%) on top of their base hourly rate for the duration of the temporary assignment. Human Resources-Compensation must be consulted regarding the amount of responsibility pay. The employee must be advised in writing of the duration of the acting pay, the amount of the acting pay and the additional duties.

Acting pay does not apply if an employee is required to assume additional duties for a job at the same classification level or lower classification level.

If the employee continues in the acting role for more than one (1) year, then the acting pay will be reviewed by Human Resources-Compensation in conjunction with the Manager/Director.