



## Procedures for Exempt Employee Compensation and Classification

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Parent Policy link:	<i>Exempt Terms and Conditions Policy</i>		
Procedure Reference	EXTPR_CC_2404R_BG/PSV		
Procedure Sponsor:	Associate Vice President, People Services		
Procedure Contact:	Associate Director, Compensation & Transformation		
Stakeholders:	Exempt and Excluded Employees OC Administrators' Association		
Approved by:	OC Executive Team		
Effective Date:	April 1, 2024		
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### 1. Purpose

To establish a clear and efficient process for classification and reclassification of all exempt and excluded positions, in accordance with the College's total compensation philosophy detailed Board Policy on Exempt Employees Terms and Conditions. Throughout the procedure any reference to "exempt" Employees also includes excluded Employees.

### 2. Scope and Application

This procedure applies to all Employees and positions that are designated as exempt or excluded except for the President, and Vice Presidents. This procedure applies to the following categories of exempt employees:

- 2.1 Senior Managers in salary grids 14 - 17.
- 2.2 Administrators in salary grids 7 - 13.
- 2.3 Excluded Support Employees in salary grids 1 – 6.

### 3. Salary Structure

The salary structure for exempt Employees is outlined in *Appendix A* of this Procedure. The salary structure is reviewed annually by the Executive Team. It is at the sole discretion of the College as to whether the Salary Grids are adjusted because of such a review. Employee salary progression is performance-based.

#### 4. Salary Placement on Appointment, Promotion or Reclassification

- 4.1 The salary placement of an Employee to the applicable salary grid will be based on an assessment of the skills and experience they bring to the role. Internal equity is also a consideration. Determining initial salary placement needs to be carefully considered, advice and support is available from People Services.
- 4.2 The expectation is that most Employees will be placed at the usual salary placement point of the applicable salary grid as per *Appendix A*. Appointment above 95% of the usual salary placement point requires the approval of the President or the applicable Senior Manager. Initial placement below the usual salary placement point would only be applicable in the case of a developmental appointment.
- 4.3 Appointments cannot be made above the defined mid-point value amount as per Appendix A; if such an appointment is being considered the proposal and detailed rationale must be provided to the AVP, People Services, or designate, and may be subject to approval by PSEA and PSEC.
- 4.4 Exempt Employees who move to a new role, that is on the same salary grid as their previous position will maintain their current salary.
- 4.5 If an Employee moves temporarily to a position that is in a lower salary grid, they will remain at their current salary.
- 4.5 If a classification review results in a higher classification, then the employee will move to the same position on their new salary grid, that they had achieved in their prior classification. This means that if an employee was at 97% of mid-point value of the applicable salary range in their previous classification, then on reclassification they would move to 97% of mid-point value of the applicable salary range for their new classification.
- 4.6 When considering the salary placement of an employee who is promoted, most Employees will be placed at usual salary placement point of the new salary grid as per Appendix A, or an increase of up to 10% from their current salary whichever is greater. The proposed salary will be based on an assessment of the factors identified in *section 4.14.1 above*. If the recommended increase would advance the employee above the usual salary placement of the new salary grid, then the approval provisions of *section 4.2* will apply.
- 4.7 Where reclassification results in the salary grid of a position being down-graded, the affected Employees salary will be "red-circled" at their current rate. An exempt employee whose salary is red-circled shall not be considered for any salary increases until such time as the maximum of their new salary grid exceeds the Employees current salary.
- 4.8 Employees in a temporary position will maintain their current salary if their appointment becomes continuing.
- 4.9 There may be exceptional circumstances relating to the appropriate placement of an employee on their salary scale on appointment, promotion or reclassification. In such cases the AVP, People Services, in consultation with the President or applicable Vice President will determine the appropriate salary placement within the limits placed upon the College by the Post-Secondary Compensation Framework.

## 5. Classification and Reclassification

### ***Classification & Reclassification Process***

- 5.1 *Position Descriptions* – All exempt positions will have a position description and shall be classified for the purpose of placement on the College's Exempt Salary Structure.
- 5.2 The designated manager is responsible for developing the position description and their Business Partner, People Services (PS) will provide support on job design as required.
- 5.3 When an existing position has changed over time, is substantially revised, or an exempt Employee has reason to believe their duties have substantially changed, the designated manager shall develop the revised position description with support from their Business Partner, PS as required.
- 5.4 The new position description will be submitted by the manager to the Business Partner for classification by the Manager, Compensation and Transformation for position classification.
- 5.5 The Manager, Compensation and Transformation with the applicable Business Partner will evaluate the position descriptions in accordance with the College's Job Evaluation System and determine the points assigned to the position.
- 5.6 The Manager, Compensation and Transformation will review the classification within the provincial salary grid and benchmark framework and determine the appropriate salary grid with the Post-Secondary Employers Association (PSEA).
- 5.7 The Business Partner will advise the manager when approval has been received by PSEA and will ensure the necessary adjustment to position control are made.
- 5.8 If the manager disagrees with the assigned salary grid, they may appeal that decision to the AVP, People Services within ten (10) working days of the formal notification of the classification.
- 5.9 The manager will submit their detailed reasons for appeal in writing to the AVP, People Services using the *Exempt Classification Appeal Form* within the prescribed timeline.
- 5.10 The AVP, People Services will consider the written submission and may meet with the Supervisor if they consider that necessary prior to deciding the outcome of the appeal. The decision of the AVP, People Services will be final.

### ***Adjustments of Salary and Reclassification***

- 5.11 Any adjustment of salary because of a reclassification initiated by the Employee will normally be effective from the date the designated manager receives the request in writing from the Employee.
- 5.12 Any adjustment in the salary because of a reclassification initiated by the designated manager will normally be effective the date the reclassification is confirmed to the manager by the Manager, Compensation & Transformation. In the case of an appeal the adjustment would be effective from the date the AVP, People Services confirms the appeal decision to the manager.
- 5.13 When a position is reclassified and the qualifications and/or experience have changed, the incumbent must be assessed to determine if they meet the new requirements of the position. If the incumbent does not meet the requirements of the new position and no other opportunities exist that they can be appointed to, then the provisions in the Exempt Employee Terms and Conditions for Termination will apply.
- 5.14 In the case of the classification or reclassification of positions within People Services, the AVP, People Services will provide those recommendations to the President for review, prior to the submission of the proposed salary grid to PSEA. If the People Services Employee or

the Manager disagrees with the assigned salary grid, then the appeal would be submitted to the President or designate.

- 5.15 For positions classified in salary grid 17 and above the PSEA benchmarks will be used to determine the appropriate salary grid.

## **6. Probationary Increases**

- 6.1 At the end of the 12-month probationary period, probationary Employees are eligible for consideration of a probationary increase of up to 5%.
- 6.2 New Employees hired by the College will be subject to the probationary period, and it is at the discretion of the manager as to whether existing Employees who are promoted are subject to a probationary period.
- 6.3 The amount of the probationary increase will be determined by the Manager based on a documented review of the probationary Employees performance during the probationary period.
- 6.4 An employee who receives a probationary increase between January 1<sup>st</sup> and March 31<sup>st</sup> may be eligible for consideration for a further performance-based increase effective July 1<sup>st</sup>, provided there is room within the limits placed on the amount of performance-based increase that an exempt employee can receive in a calendar year. Managers will be required to provide a short reassessment of the employee to People Services to cover the period from the date of their probationary review and March 31<sup>st</sup>.

## **7. Performance Based Increases**

- 7.1 Exempt Employees who are below the maximum of the salary grid will be considered for an annual salary increase up to the maximum of their salary grid, provided the employee receives a performance rating that supports a performance-based increase, and provided that the College has the financial resources to provide for such increases.
- 7.2 All increases are performance-based and the review period on which an employee's performance is assessed is April 1<sup>st</sup> to March 31<sup>st</sup> of the previous year.
- 7.3 It is expected that managers complete all performance assessments by June 30<sup>th</sup> each year. Performance assessments must be submitted to People Services by June 30<sup>th</sup> each year. Any request for extension of this timeline must be submitted to the AVP, People Services by May 15<sup>th</sup> at the latest. Extensions will only be approved in exceptional circumstances.
- 7.4 No increases will be processed until the performance evaluation documents have been received by People Services and People Services will ensure that the approved performance increase is in alignment with the evaluation rating.
- 7.5 The annual performance-based salary increase will be awarded with effect from July 1<sup>st</sup> each year, and the percentage increases available will be determined annually by the Executive in accordance with the Post-Secondary Compensation Framework or any limiting direction from government.
- 7.6 An employee receiving a stipend has already been compensated for taking on significant additional duties and this should not be a consideration in terms of the performance rating and performance-based increase they receive.
- 7.7 Employees who are on an extended leave of longer than 30 working days for a portion of the assessment period will receive a performance-based increase on their return to work. The Employees performance will be reviewed three months after their return and any increase will be backdated to the date they returned to their position.

- 7.8 Exempt Employees who have been temporarily promoted are eligible to receive a performance-based increase in their temporary role. That increase will then be applied to their regular salary on their return to their regular exempt appointment.
- 7.9 If an Employee is receiving a temporary stipend in recognition of additional responsibilities, they are still eligible to receive a performance-based increase.

## **8. Overtime for Excluded Support Employees**

- 8.1 All overtime must be approved in advance, in writing, by the Employees manager.
- 8.2 Overtime compensation will be as per the provisions of the *Employment Standards Act*.
- 8.3 Excluded support Employees shall have the option of receiving equivalent time off in lieu of payment for overtime worked if it is requested at the time of submission of the overtime and is accompanied by the approval in writing from the immediate manager. Time off in lieu shall be taken prior to December 31<sup>st</sup> of the calendar year in which the overtime has been worked, and at a time mutually agreeable to the excluded support Employee and the manager.
- 8.4 An Excluded Support Employee may request payment of any overtime due. In such cases, the overtime due shall be paid on the earliest payday that is practicable.
- 8.5 If Excluded Support Employees are unable to schedule time off due to operational requirements, any banked time off in lieu of payment of overtime that remains unused prior to the last pay in the calendar year, shall be paid on the final pay for that calendar year.
- 8.6 Any overtime due at the termination of employment shall be paid out.

## **9. Stipends for Significant Additional Duties**

- 9.1 When an Employee is assigned significant additional duties that are typically performed at a higher classification and are assigned on a temporary basis for more than 30 days, then a monthly stipend may be available. A stipend will be a temporary percentage increase on an employee's salary and would normally be in the range of an additional 5% to 10%, depending on the degree of significant additional duties being assigned.
- 9.2 The amount of stipend payable for the significant additional duties, will be determined by the manager, in consultation with the AVP, People Services, or designate. Stipends also require the approval of the President or the applicable VP.
- 9.3 Stipends are not intended to cover volume of work. Significant additional duties must have been assigned to the employee and could include such things as duties or project work that is typically assessed at a higher classification and is outside the normal scope of the job. Such payments should not normally exceed 12-months duration. Supervisors must complete the *Request for Special Salary Adjustment Form* to request a stipend.
- 9.4 As per 7.6 above, if a stipend is approved for significant additional duties then when a performance-based increase is assessed the additional duties have already been compensated and cannot be used to justify an "Exceeds" performance rating.
- 9.5 Stipends are not available to senior managers in salary grids 17 – 20.

## **10. Stipends for Occupational First Aid**

- 10.1 Eligible exempt Employees who are assigned by the College to take on the additional duties of an Occupational First Aid attendant and are required to hold a valid Occupational First Aid attendant's certificate will be paid a stipend for the additional duties.
- 10.2 The amount of the Occupational First Aid stipend is based on the level of Occupational First Aid certificate required as follows:

- a) Occupational First Aid Level I - \$30.00 biweekly
  - b) Occupational First Aid Level II - \$50.00 biweekly
- 10.3 The stipend will be included in the eligible exempt Employees salary payments as taxable income. The process for applying this stipend is as follows:
- a) The Manager responsible for the College's Occupational Health and Safety program will advise People Services when, and at what level, an Occupational First Aid stipend is to be paid to an exempt employee taking on these duties.
  - b) The eligible Employee must hold and maintain the currency and validity of their Occupational First Aid certification to receive the stipend. The eligible Employee will be granted leave with pay for the actual time spent to complete the initial course and to renew or upgrade the Occupational First Aid certification required and will be reimbursed for the costs associated with the renewal or upgrade.
  - c) The eligible Employee will provide the Manager responsible for the College's Occupational Health and Safety program with evidence of the valid Occupational First Aid certification on certification and recertification. The Manager will forward such documentation to People Services for inclusion on the Employees personnel file.
  - d) The responsible Manager will notify People Services of any change to the Employees eligibility or level of stipend.
  - e) The College may, on 30 days advance notice to the exempt Employee, withdraw any assigned additional duties. Payment of the stipend ceases when the assignment ends.
  - f) If the Employee takes a leave of absence the payment of the stipend will continue when the employee is on an approved leave of absence with pay. Payment of the stipends will be suspended when the Employee is on an approved leave of absence without pay or a deferred salary leave.
  - g) People Services will notify the Payroll department of all stipends that have been approved, providing details of the amount of the stipend, the start and end dates of the applicable stipend, and of any changes to the stipend.

## **11. Related Acts and Regulations**

*College and Institute Act*  
*Employment Standards Act*  
*Public Sector Employers Act*

## **12. Supporting References, Policies, Procedures and Forms**

*Terms and Conditions of Employment for Exempt & Excluded Employees (Handbook)*  
*Procedures for Exempt Employee Professional Development*  
*Exempt Classification Process Checklist*  
*Exempt Position Classification Appeal Form*  
*Request for Special Salary Adjustment Form (Stipend)*

## History / Revisions

Date	Action
2024-04-17	<i>Revised Procedure and Appendix A approved by OC Executive Team</i>
2023-07-26	<i>Revised Procedure approved by OC Executive Team</i>
2023-05-24	<i>Revised Appendix A approved by OC Executive Team</i>
2023-03-22	<i>Revised Appendix A approved by OC Executive Team</i>
2022-11-16	<i>New Procedure Approved by OC Executive Team: Procedures for Exempt Employee Compensation and Classification Procedures separated from Terms and Conditions of Employment policies E2.8- E2.15 (2014)</i>

**Appendix A**

<b>Exempt Salary Grid (Effective April 1, 2024)</b>					
<b>Employee Group</b>	<b>Salary Grid</b>	<b>Minimum</b>	<b>Usual Salary Placement</b>	<b>Mid-Point</b>	<b>Maximum</b>
<b>SENIOR MANAGERS</b>	<b>20</b>	\$ 197,155	\$ 236,587	\$ 262,874	\$ 302,305
	<b>19</b>	\$ 179,232	\$ 215,079	\$ 238,976	\$ 274,822
	<b>18</b>	\$ 162,938	\$ 195,526	\$ 217,251	\$ 249,839
	<b>17</b>	\$ 148,126	\$ 177,751	\$ 197,501	\$ 227,126
	<b>16</b>	\$ 134,660	\$ 161,592	\$ 179,546	\$ 206,478
	<b>15</b>	\$ 122,418	\$ 146,902	\$ 163,224	\$ 187,707
	<b>14</b>	\$ 111,289	\$ 133,547	\$ 148,385	\$ 170,643
<b>ADMINISTRATORS</b>	<b>13</b>	\$ 101,172	\$ 121,407	\$ 134,896	\$ 155,130
	<b>12</b>	\$ 99,050	\$ 118,860	\$ 132,066	\$ 145,273
	<b>11</b>	\$ 92,139	\$ 110,567	\$ 122,852	\$ 135,137
	<b>10</b>	\$ 85,711	\$ 102,853	\$ 114,281	\$ 125,709
	<b>9</b>	\$ 79,731	\$ 95,678	\$ 106,308	\$ 116,939
	<b>8</b>	\$ 74,168	\$ 89,002	\$ 98,891	\$ 108,780
	<b>7</b>	\$ 68,994	\$ 82,793	\$ 91,992	\$ 101,191
<b>EXCLUDED SUPPORT</b>	<b>6</b>	\$ 65,915	\$ 79,099	\$ 87,887	\$ 92,281
	<b>5</b>	\$ 61,316	\$ 73,580	\$ 81,755	\$ 85,843
	<b>4</b>	\$ 57,038	\$ 68,446	\$ 76,051	\$ 79,854
	<b>3</b>	\$ 53,059	\$ 63,671	\$ 70,745	\$ 74,283
	<b>2</b>	\$ 49,357	\$ 59,229	\$ 65,810	\$ 69,100
	<b>1</b>	\$ 45,914	\$ 55,097	\$ 61,218	\$ 64,279