

1.0 POLICY STATEMENT

- 1.1 This policy outlines MacEwan University's direction for the management and administration of salary for its employees.

2.0 PURPOSE

- 2.1 The purpose of this policy is to act as a reference for employees and managers. It also clarifies program authority to ensure that salary administration at MacEwan University complies with all applicable laws and regulations and is internally equitable.

3.0 APPLICABILITY

- 3.1 This policy applies to all employees of MacEwan University. This policy is administered through compliance with applicable collective agreements terms or procedures and guidelines for the University's different employee groups.

4.0 DEFINITIONS

Annual Pay Programs

The programs used to adjust salary for MacEwan employees on a regular basis. These programs typically occur once in a 12-month period.

Human Resources

The administrative department of MacEwan University with assigned authority to oversee the administration of salary and to ensure compliance with policy, collective agreements, employment legislation and regulations.

Job Evaluation

The systematic way of determining or categorizing the relative level, complexity, and appropriate compensation for a job in relation to other jobs in the organization.

MacEwan University Compensation Strategy

In order to support its strategic plan objectives and to ensure that there is fair and competitive compensation for its employees, MacEwan University will maintain a compensation program directed toward attracting, retaining and rewarding a qualified and diverse workforce. Within the boundaries of financial feasibility, employee compensation will be externally competitive and internally equitable, and will be based upon performance as recognized within the work unit.

Market Adjustment

Changing the salary of an individual job or job category to align with salaries paid to similar positions at comparable organizations following analysis and validation by Human Resources.

Market Competitive

When salary rates fall within 10% of salary rates paid to similar positions at comparable organizations.

Reclassification

The assignment of a job to a different category or salary band based on a change in assigned duties.

Salary

The fixed compensation paid to a MacEwan employee for performing specific job responsibilities

5.0 POLICY ELEMENTS**5.1 Salary Administration**

MacEwan University will maintain an integrated salary administration program. Human Resources is responsible for creating and administering all associated internal procedures and practices related to employee salary as approved by senior administration and the Board of Governors. Human Resources is also required to ensure that salary administration complies with all applicable terms and conditions outlined in collective agreements.

5.1.1 Initial Salary Determination

Positions are assigned a salary range by Human Resources in accordance with the applicable job evaluation method for the job's employee group.

5.1.2 Salary Adjustments

An employee's salary may change as a result of a promotion, demotion, reclassification, Market Adjustment or through the annual pay programs.

5.1.3 Job Evaluation

Positions that are determined to be Out of Scope or part of the MacEwan Staff Association are evaluated by Human Resources using a formal job evaluation method to determine the appropriate salary range for the job duties assigned. Managers are required to outline the job duties and responsibilities of their employees' positions including confirming the type and level of work performed. To ensure internal equity in application, Human Resources is responsible for the interpretation, monitoring and assigning of the appropriate salary range for jobs by applying MacEwan University's job evaluation method and related criteria.

5.2 Market Competitiveness

Human Resources is required to review salary ranges against appropriate comparable organizations' pay rates on a regular basis.

6.0 ASSOCIATED PROCEDURES

- None

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Related articles in the Collective Agreement for MSA and the Faculty Association

8.0 ACCOUNTABILITY**Policy Sponsor**

Vice President, Resources & People

Responsible Office

Human Resources

9.0 HISTORY

Relevant Dates

Approved: **18.12.13**

Effective: **19.01.01**

Next Review: **24.01.01**

Modification History

18.12.13: New policy. Approved effective January 1, 2019 by Board Motion 02-12-13-2018/19.