



Procedure

Procedure Name	Compensation Practices AUPE		
Procedure #	HR 1.10	Parent Policy	HR 1.0 Employment Relationship
Policy Owner	Associate Vice President Human Resources	Effective Date	May 1, 2023
Procedure Owner	Director, Employee & Labour Relations	Review Date	May 1, 2028
Approved by	Director, Employee & Labour Relations	Approval Date	April 11, 2023

1.0 Purpose/ Background

This Procedure provides transparency by outlining the compensation practices for employees covered by the NAIT/AUPE collective agreement. Compensation practices support and expedite changes in job related transactions and are designed to maintain a reasonable level of equity among employees, with consideration to years of service and qualifications.

2.0 Definitions

Term	Definition
Demotion	The movement of an employee to a position assigned a lower maximum salary.
Increment	The difference between one step and the next step within the same pay grade
Maximum salary	The highest step of the assigned pay grade
Merit Increment	A one step pay increase granted after completion of standard yearly hours in a position/job (1885 or 2080 hours)
Minimum salary	The lowest step of the assigned pay grade
Pay Grade	The series of pay steps assigned to a position/job class
Promotion	The transfer of an employee to a position/job assigned a higher maximum salary
Range	The rate of pay established from the minimum to the maximum salary within a pay grade assigned to a position/job
Regular Hours	Hours worked by employee for bi-weekly salary
Re-evaluation/Reclassification	The assignment of a revised pay grade to a position because of changes in the kind and level of work performed, resulting in a higher or lower maximum salary.
Step	A single pay rate within a pay range
Leader	Employee with direct reports and the authority to approve or deny requests

3.0 Procedures

3.1 General

- 3.1.1** NAIT's policies and procedures regarding employee compensation will be in alignment with applicable provisions of the NAIT/AUPE Collective Agreement and any applicable provincial or federal legislation.
- 3.1.2** Leaders who fall under the NAIT/AUPE collective agreement do not have the authority to approve under this procedure. All compensation practice approvals require a minimum approval of first level out of scope or as indicated in the applicable section.

3.2 Salary Upon Hire

- 3.2.1** Starting salary will be recommended by the Human Resources department and approved by the hiring leader.
- 3.2.2** Starting salaries will be based on:
 - the assigned pay grid for the classification outlined in the NAIT/AUPE collective agreement;
 - the candidate's educational qualifications;
 - the type and length of previous relevant experience as it compares to the requirements for the position they are applying for;
 - internal equity; and
 - current market conditions, if applicableIf the recommended salary is not approved by the hiring leader, any requested adjustments to the salary must be reviewed and approved by the Executive Director/AVP/Dean of the department.
- 3.2.3** An employee who is terminated and re-hired to the same classification and position, within 90 consecutive days, shall be re-hired at the same rate of pay.

3.3 Merit Increments

- 3.3.1** Full time and part time salaried employees (permanent or temporary) will, subject to satisfactory performance, receive a merit increment after completion of 26 full pay periods until the maximum of the pay grade is reached.
- 3.3.2** Any unpaid leave of absence that is 30 days or greater in duration will not be counted as time towards merits. Merit dates will be recalculated upon an employee's return from the unpaid leave.
- 3.3.3** Casual employees will, subject to satisfactory performance, receive merit increments after completion of 1885 or 2080 hours (whichever applies to the position) until the maximum of the pay grade is reached. The increment will be effective following the pay period in which the employee reaches 1885 or 2080 hours.
- 3.3.4** Where the employee has not performed at a level to warrant the granting of a merit increment, the leader may inform HR the increment is to be withheld for a specified period of time. Once the period of time has elapsed and the leader deems the employee's performance to be satisfactory, the employee may then be granted the increase effective the next pay period. The increase will not be retroactive and the hours towards the next increment will begin accruing as of the date of increment.

- 3.3.5** In the case of a permanent promotion or any other position change that impacts the pay of a salaried employee, the merit increment date will be reset as of the date in the new position.
- 3.3.6** An employee who is temporarily promoted within the AUPE bargaining unit shall continue to have the time worked in the promoted position counted towards their merit increment upon return to their previous position.
- 3.3.7** Where no change in pay results from an employee transferring, being reclassified or demoted, the employee's merit increment date shall remain unchanged.
- 3.3.8** Overtime hours and hours worked on a contract will not accumulate towards merit increments.
- 3.3.9** Casual employees who work in multiple AUPE classifications shall accrue hours towards their increments based on the hours worked in each of the respective classifications.
- 3.3.10** An employee with a break in service of 90 (ninety) consecutive days or less, who is re-hired in the same classification and rate of pay, will receive credit for hours accumulated during their previous service towards their next increment.
- 3.3.11** For employees who are laid off and recalled to a position in the same classification, with the same rate of pay under article 24 of the AUPE/NAIT collective agreement within 180 days, previously worked hours will be counted towards their next merit increment. The break in service can be for up to 180 days.

3.4 Transfer or Promotion

- 3.4.1** Where an employee is promoted within the AUPE bargaining unit, their salary will be determined in accordance with section 3.2. Previous salary will not be the determining factor in establishing their salary for the new position.
- 3.4.2** When an employee is transferred to a position with different duties but the same pay grade (i.e.: lateral transfer), normally, no adjustment to pay will occur.
- 3.4.3** If an employee transfers to a position with a lower pay grade, the employee's current salary will be adjusted in accordance with section 3.2. Previous salary will not be the determining factor in establishing their salary for the new position.
- 3.4.4** A change in status (e.g., casual to temporary, temporary to permanent, etc.) in the same position, is not considered a promotion or transfer and as a result, no salary adjustment will be made.

3.5 Reclassification

- 3.5.1** Where a position is reclassified to a higher salary grade, the salary of the incumbent shall be increased to either the minimum step of the new salary grade range, or to the step within the new range that is closest to a 5% increase from their current step, whichever is greater.
- 3.5.2** Where a position is reclassified to a lower salary grade, the salary of the incumbent will not be reduced, the employee's current salary will be maintained in accordance with section 3.6 below.

3.6 Overage

- 3.6.1** An employee whose position grade level has been reduced due to job reclassification, will have their salary frozen overrange.
- 3.6.2** An employee whose salary is overrange will not receive any merit increments until the employee's salary is within the range of the lower pay grade.
- 3.6.3** Any salary that has been frozen overrange will normally not exceed a duration of 2 years. If the employee's salary does not fall into the lower pay grade within 2 years, their salary will be reduced to the maximum salary of the lower pay grade.
- 3.6.4** Any exceptions to overrange provisions require approval by a Dean/AVP/ Executive Director in consultation with HR.

4.0 Exceptions to the Procedure

- 4.1** Exceptions to this procedure must be documented and formally approved by the Procedure Owner.

Procedure exceptions must include:

- The nature of the exception
- A reasonable explanation for why the procedure exception is required
- Confirmation that the exception aligns with the general principles
- Any risks created by the procedure exception and how they will be managed.

5.0 Related Documentation

[HR 1.0 Employment Relationship Policy](#)

AUPE Collective Agreement

Document History

<i>Date</i>	<i>Action/ Change</i>
January 30, 2023	Revised and updated from original HR Guideline 2.3
April 2023	New