

<b>Number:</b>	RHR-211
<b>Title:</b>	Payroll Administration
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	June 6, 2012
<b>Approved:</b>	June 6, 2012 by the Council of Administration <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Council of Administration

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Objective

This regulation sets out the administrative principles for salaries for the various positions held by support staff at Saint Paul University and outlines how payroll is administered in various situations.

## 2. Regulations

2.1 Salary scales apply to all categories of support staff and management with the exception of certain upper management positions such as the Rector, the Vice-Rectors, the Secretary General and certain other positions for which a special decision is taken by the Council of Administration.

2.2 Annual salary increases are approved by the Council of Administration.

## 3. Definition

Positions are evaluated using the Hay Job Evaluation System. Each position is assigned Hay points that correspond to a salary scale that includes a minimum salary, a standard salary and a maximum salary.

3.1 The standard salary is the salary that an employee receives when he has the necessary skills and experience and is able to carry out all of the activities and duties listed in the job description.

3.2 The minimum salary is the normal starting salary for an employee who has the minimum skills needed to fill the position and does not have (or has little) experience in this type of job or a similar job. The minimum salary is set at 85% of the standard salary.

3.3 The maximum salary is the highest salary that an employee can attain in a position and is set at 115% of the standard salary.

3.4 The difference between the minimum and the maximum shows the possibility for an employee to advance within a salary class. For positions of 200 Hay points and higher, the employee should reach the standard salary after five (5) years and, for positions of 200 Hay points and less, after three (3) years.

## 4. Implementing rules

### 4.1 Salary increases

- a) Employees whose salary is below the standard salary will receive an increase that allows them to move up the scale, depending on the annual budget allotment.
- b) Employees whose salary is 100% to 115% of the standard salary will receive an increase of 1% as advancement in the ranks without exceeding the maximum on the scale.
- c) No salary increase should exceed the approved increase or the maximum on the salary scale for the position occupied without the Executive Committee's express authorization.
- d) Employees who do not hold regular full-time positions, such as students employed part-time during the summer, will receive an hourly wage comparable to a similar full-time position.

### 4.2 Hiring

- a) The starting salary of a new employee will be determined by the person responsible for the administrative unit and the director of Human Resources, keeping in mind his skills and experience. Great care is to be taken in the granting of the salary that is higher than the standard; this higher salary can be granted with the approval of the director of Human Resources and the Vice-Rector responsible for the unit.
- b) The length of the probation period is usually 6 months.

### 4.3 Promotion

- a) When an employee is promoted to a position at a higher level, he must receive at least the minimum of the salary class of the position to which he is promoted.
- b) Also, he can receive a salary increase proportional to his skills and experience depending on the position.

### 4.4 Demotion

When a person is demoted to a position at a lower level, his salary can be handled in one of the following two ways:

- a) If the demotion is the result of a declassification, a reorganization or another similar cause, the employee's salary is not reduced, but his salary increases follow the new scale. If the employee's salary exceeds the maximum of the new scale, this salary is frozen until the scale increases and can integrate it;
- b) If the demotion is the result of disciplinary measures, an unsatisfactory performance review or another similar cause, or if the demotion is voluntary, the salary is reduced by half the difference in percentage between the two standards in question, so that the salary is integrated into the scale of the lower position.

### 4.5 Reclassification

If a position is reclassified, an evaluation of the person occupying this position must be done by the person in charge of the administrative unit concerned in order to determine his level of skills and experience.

- a) When an increase is merited and the salary of the employee is between the minimum on the scale and the standard salary, the employee can receive a salary increase proportional to his skills and experience.
- b) When the employee's salary is already higher than the standard salary of his new position, he can receive a salary increase corresponding to 25% of the positive difference between the standard salary of his new position and the standard salary of his former position, without exceeding the maximum salary of his new position.
- c) These increases cannot be given without the prior authorization of the Vice-Rector, Administration for positions below 500 Hay points and by the Executive Committee for positions of 500 Hay points and higher.

#### 4.6 Temporary assignment

An employee will receive a bonus of 15% of his salary when he agrees to assume temporarily responsibilities that are more senior in nature or in level for a period of (15) working days or more, while continuing to carry out the duties of his usual position.