



SIMON FRASER UNIVERSITY
Policies and Procedures

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Position Evaluation and Salary Administration

2. General Policy Statement

2.01 The University's Administrative and Professional Staff Position Evaluation and salary administration program is based on a recognition of three fundamental determinants of Classification and salary:

- a. the duties to be performed,
- b. the salaries paid for comparable positions in the outside job market,
- c. satisfactory performance.

2.02 pay its Employees salaries that are sufficiently competitive in the job market to attract and retain a high calibre of personnel and recognize the progression of Employees as they assume the full scope and responsibility of their positions.

3. Responsibility

3.01 Supervisors or their designates are responsible for

- a. determining the scope and tasks appropriate to the position,
- b. maintaining Position Descriptions that accurately reflect the work authorized to be done, and providing a copy of the Position Description to the Employee and to Human Resources,
- c. initiating the Position Evaluation of new positions during the initial position approval procedure (Ref.: Policy AD 10.2 Establishment of Positions),
- d. initiating a Position Re-evaluation request with Human Resources prior to the implementation of the new duties when a department plans significant revisions to an existing position,
- e. initiating a request for remuneration to Human Resources in advance of the assignment start date when an Employee is recommended for a Temporary Promotion, Temporary Overload or Temporary Assignment.

3.02 An Employee may submit a request for Position Re-evaluation of his/her position to his/her supervisor.

3.03 Human Resources is responsible for

- a. implementing Position Evaluations and Position Re-evaluations for all Administrative and Professional Staff Positions,
- b. approving all starting salaries set above the minimum of the Salary Range through consultation with the hiring department.

4. Salary Administration

4.01 All Continuing Employees and Temporary Employees are eligible for General Increases.

4.02 Step Progression

- a. A Continuing Employee is eligible for Step Progression dependent on his/her position in the Salary Range and performance in the Continuing Position.
- b.

- b. The amount to be paid as determined by the supervisor who requires the Temporary Overload should be discussed in advance with the Executive Director, Human Resources.

7. Position Re-evaluation and Reclassification

7.01 A position qualifies for Position Re-evaluation when the duties and responsibilities of the position change significantly.

7.02 Position Reclassification

- a. When an occupied position is reclassified to a higher Salary Range, the Employee's Actual Salary will be adjusted to the closest step in the higher Salary Range that provides a minimum increase of five (5) percent.
- b. The effective date of the salary change will be the date of the request for Position Re-evaluation or the date the Employee assumed the increased responsibilities, whichever is later.

7.03 Anomaly

- a.

- ii. If the Dean/administrative Director or the Vice-President does not approve the Position Reclassification, the Executive Director, Human Resources, in consultation with the supervisor, will ensure that the Position Description is appropriate for the assigned Salary Range. The expanded/revised services will be removed from the Position Description and from the duties expected of the Employee.
- b. If a Position Reclassification is not recommended or the Position Reclassification does not result in a change to the Salary Range originally assigned to the position, a report from Human Resources will be sent to the supervisor.