



SIMON FRASER UNIVERSITY
Policies and Procedures

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1

Salary Administration

(Applies to administrative and professional staff only.)

2. General Policy Statement

Simon Fraser University's salary administration program is based on a recognition of three fundamental determinants of salary: the duties to be performed; salaries paid for comparable positions in the outside job market; and satisfactory performance on the job. Subject to the legal and fiscal constraints placed upon it, it is the objective of the University to pay its employees

3.11 Temporary Assignment -- when an employee is requested and has agreed to assist in another department in addition to performing the normal duties of her/his own job, the additional work will be known as a "temporary assignment" for which the employee may be paid.

3.12 Acting Supervisor Increase -- the remuneration provided to an employee for assuming the workload of her/his supervisor in her/his absence.

3.13 Supervisory Differential -- the difference between the maximum of the salary range assigned to a supervisory position and the maximum of the salary range assigned to the most senior position supervised.

4. Responsibility

4.01 Job Descriptions -- Supervisors or their designates are responsible for maintaining job descriptions that accurately reflect the work authorized to be done, and for providing copies of job descriptions to the employee and to Human Resources.

4.02 Job Evaluation and Re-evaluation -- Supervisors are responsible for initiating the evaluation of new positions during the initial position approval procedure (Ref: AD 9-2, Establishment of Positions). When a department plans significant revisions to an existing position the supervisor should initiate a re-evaluation request with Human Resources prior to the implementation of the new duties. However, employees as well as supervisors may initiate requests for re-evaluation.

Human Resources is responsible for evaluating and re-evaluating all administrative professional positions.

4.03 Temporary Promotions, Temporary Assignments and Acting Supervisor Increases -- When an employee is recommended for one of the above compensation adjustments, a request for remuneration must be initiated by the supervisor to Human Resources in advance of the assignment.

4.04 Starting Salaries for New Employees -- All starting salaries set above the minimum of the salary range will be determined through consultation with the Executive Director, Human Resources.

5. Entitlement

5.01 Job Re-evaluation -- A position qualifies for re-evaluation when the duties and responsibilities of the position change significantly.

5.02 Reclassification -- 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 which provides a minimum increase of 5%. The effective date of the salary change will be the date of the request for re-evaluation or the date the employee assumed the increased responsibilities, whichever is later.

5.03 Anomaly -- When an occupied position is reclassified to a lower salary range, the employee continues to receive all salary changes for which she/he is eligible in the higher classified position. When the employee vacates the position, and the duties and responsibilities are not revised, the position is reclassified.

5.04 Step Progression

5.05 General Increase -- All continuing and temporary employees are eligible for general salary increases.

5.06 Promotion -- Employees promoted to positions in a higher salary range will have their salaries adjusted to the closest step in the new salary range which provides a minimum increase of 5%. Placement at a higher step in the salary range requires consultation with the Director of Human Resources.

5.07 Temporary Promotion -- The duration of the temporary promotion must be a minimum of one week (36 consecutive hours). For periods less than four weeks, the employee will receive a 5% lump sum payment calculated on their actual salary or the minimum of the relieving or evaluated salary range, whichever is greater. For periods of four weeks or longer, the employee's salary will be adjusted to the closest step of the relieving or evaluated salary range that provides a minimum increase of 5%.

5.08 Temporary Assignment -- The duration of the temporary assignment must be for a minimum of one week (36 consecutive hours). The amount of the honorarium to be paid should be discussed in advance with the Executive Director, Human Resources.

5.09 Acting Supervisor Increase -- The duration of the acting supervisor appointment must be for a minimum of four consecutive weeks. The amount of the increase to be paid should be discussed in advance with the Executive Director, Human Resources.

5.10 Supervisory differential -- The maximum of the salary range assigned to a supervisory position will be higher than the maximum of the salary range assigned to the highest graded position supervised and the actual salary of the supervisor will be a minimum of 5% greater than the salary of the highest paid employee supervised. Exceptions to this policy will only be made after prior consultation with APSA.

6. Procedure

6.01 Evaluation of New Positions -- The procedure for the evaluation of new positions is integrated with the initial approval procedure for new positions (Ref: AD 9-2).

6.02 Job Re-evaluation

- a. Requests for re-evaluation should include a revised position description and supporting rationale identifying the significant differences between the former and present position.
- b. Requests for re-evaluation that are initiated by the University should be submitted to the appropriate Dean/Director and Vice-President for approval in principle. The Vice-President will forward the request to Human Resources.
- c. Requests for re-evaluation that are initiated by the employee should be submitted to the
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