

452 SALARY ADMINISTRATION

The following procedures apply to central office staff, excluding bus drivers and those employees covered by the ATA, and CUPE locals 37 and 4306.

1. Initial Placements

- a. Position classifications will be assigned a salary grid.
 - i. Newly appointed personnel are placed on the salary grid appropriate to their job description
 - ii. A new employee or newly promoted employee will be placed at Step 1 on their respective salary grid
- b. Step placements represent salary ranges for recognition of experience and performance in the position or in an equivalent position.
 - i. Newly appointed personnel are placed according to previous experience, in a similar position, up to a maximum of two years.
 - ◇ In addition, one additional experience step can be recognized if experience was completed in Canadian Rockies School Division at a different time or upon the approval of the Superintendent of Schools.

2. Performance Increments

- a. Each Level classification has a minimum and maximum salary range (steps). As detailed above, new employees generally start near the minimum of the range and are entitled to move through the range by being granted performance increments. The procedure for granting performance increments are as follows:
 - i. Employees are eligible for a performance increment if they meet the following criteria:
 - ◇ The employee has completed the probation period of twelve months.
 - ◇ The employee has held the position for twelve complete months.
 - ◇ That on September 1st, no increment has been granted in the preceding six months.
 - ii. In addition to the above, increments may be granted by the Superintendent of Schools on the recommendation of the employee's Supervisor who shall give consideration to employee performance over the past year and/or if the employees responsibilities have changed significantly, two increments may be granted.

References

Section 33,52,53,68,196,197,204,222,225 Education Act
Employment Standards Code
Labour Relations Code

History

Developed: August 2003
Amended: June 2020