

## **Salary Determination**

<b>Reviewed Date</b>		<b>Number</b>	<i>HR0405</i>
<b>Revised Date</b>	<i>July 13, 2016</i>	<b>Approved Date</b>	<i>December 19, 1990</i>

### **Introduction**

N/A

### **Purpose**

N/A

### **Legislative Authority**

N/A

### **Policy Definitions and Interpretation**

N/A

### **Policy**

The Board of Health's policy is to pay all employees equitably and fairly taking into consideration the Health Unit's current and future financial situation.

### **Procedures**

1. Salaries will be in accordance with the salary schedules as approved or amended by the Board of Health from time to time.
2. Prior experience within the same or deemed similar/relevant position to which a new employee is being hired may be taken into account when determining their initial salary entitlement. This section has no retroactive effect for employees currently on staff.
3. The direct supervisor in consultation and agreement with the Manager of Human Resources shall determine the salary level within the applicable salary band taking into account the employee's current education, experience, qualifications and responsibility.
4. Salary increments for full time staff shall be granted after completion of twelve (12) months continuous employment in the full time category in accordance with the steps within the salary band. Notwithstanding, if a staff's absence without pay exceeds thirty (30) continuous calendar days they will not accumulate service for the purpose of obtaining their increment for the period of the absence in excess of thirty (30) continuous calendar days.
5. Salary increments for part time and casual employees shall be on the basis of completion of one thousand six hundred and three (1,603) paid hours in accordance with the steps within the salary band.

### **Related Policies**

N/A

***Related Forms***

N/A

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

September 2010 Policy re-numbered, previous number B4.005

July 13, 2016 Policy amendment