Salary Guidelines for Exempt Employees

"Promotion or Reclassification"

a) Employees who successfully compete and are promoted to a higher salary band through the job competition process, will enter at no less than Level 2 of the new salary band and/or no higher than five per cent (5%) above the employee's previous salary unless this does not put the employee on a defined level, in which case the salary will be moved to the next higher level. In unusual circumstances and with the approval of the Assistant Vice President, Human Resources or designate, an employee may enter at a higher level. Any such exceptions will be based normally on prior experience.

b) When an employee's current job fact sheet is reclassified up by one (1) salary band, the following will occur:

i) the employee's current hourly rate will be carried forward to the new salary band;

ii) in cases where the employee's hourly rate falls between defined levels, then the hourly rate will be adjusted up to the next higher level;

iii) in cases where the employee's hourly rate exceeds job rate of the new salary band, no adjustment will occur.

c) When an employee’s current job fact sheet is reclassified up by two (2) or more salary bands, the process outlined in a) above will occur.

"Demotion"

a) in cases of disciplinary demotion, reduction in strength, or reclassification to a lower level through the Joint Job Evaluation process, an employee will retain his/her previous salary provided such salary is less than or equal to the maximum of the new salary band. It is understood that if an employee's hourly rate falls between the defined levels in the new salary band, no adjustment to the hourly rate will occur. On the employee’s next service review date, they will be eligible to move to the next higher level.

b) In cases of voluntary demotion, the employee will enter the new range at a level no higher than Level 7.