

Section: Human Resources (HR)**Subject:** Compensation and Benefits**Legislation:****Effective:** December 20, 1994**Revision:** August 1, 2003 (reformatted); May 25, 2004; March 21, 2011 (reconfirmed); September 1, 2016 (reformatted)**APPROVED:**

Chair, on Behalf of SAIT's Board of Governors

POLICY

The policy of the Board of Governors is to establish SAIT's total compensation to employees with due regard for those in comparable positions in the post-secondary education and the private sectors, subject to the availability of financial resources and the terms and conditions of applicable collective agreements and terms of employment.

PHILOSOPHY

SAIT's compensation philosophy reflects its belief that it must maintain its capability to attract employees with the required skill sets in a complex and dynamic labour market, create appealing career paths within the organization and retain valuable employees who will help achieve SAIT's priorities. SAIT's ability to enhance its compensation depends on its performance in increasing revenue, productivity and available government funding.

GOVERNING PRINCIPLE

This policy and accompanying procedures apply to all SAIT employees, including salaried, contract or hourly rate positions. Comparable positions shall be determined by SAIT's Job Evaluation System.

POLICY/PROCEDURE REFERENCE

HR.1.2.1 Acting Incumbency procedure

The official controlled version of this document is held in the Board of Governors Office.



- HR.1.2.2 Overtime Authorization procedure
- HR.1.2.4 Over and Under Payment of Salary procedure

POLICY

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