

Section: Human Resources (HR)**Subject:** Compensation and Benefits**Legislation:****Effective:** April 17, 2003**Revision:** August 1, 2003 (reformatted); September 1, 2016 (reformatted)**APPROVED:** _____**President and CEO**

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.

PROCEDURE

DEFINITIONS

Long term Any period of time greater than two months.

Short term A period of time less than two months.

GOVERNING PRINCIPLES

1. For AUPE, Local 39 and SAFA, this procedure is in conjunction with Article 12 and Section 48 of the respective collective agreements.

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PROCEDURE

1. To be eligible for acting incumbency pay, an employee shall be required to perform the principal duties for the higher level position for a minimum period of five consecutive work days, during which time the employee may also be required to perform some of the duties of that employee's regular position.
2. On completion of the minimum five-day qualifying period in an acting incumbency position, an employee shall be eligible for acting incumbency pay for the total period of acting incumbency, including the five-day qualifying period. Acting provisions shall not apply where an employee is designated only additional limited duties.
3. An employee who qualifies in an acting incumbency position may be compensated at management's discretion as follows:
 - a) Short Term
 - i) 5% percent of current salary in addition to regular salary.
 - b) Long Term
 - i) 5% percent of current salary in addition to regular salary; or
 - ii) The minimum salary for the class in the higher level position, subject to approval of the applicable vice president; or
 - iii) In exceptional circumstances, a salary not higher than the salary of the immediate preceding former incumbent of the position, subject to the approval of the applicable vice president. If the position reports directly to the vice president, the approval of the president and CEO is required.
2. Short term acting incumbency pay is processed using the Salary Addition Form and is submitted directly to the Payroll Office.
3. Long term acting incumbency pay is processed by consulting with the relevant human resources advisor to determine the appropriate method of processing the compensation. The methods of compensation could be:
 - a) Continuation of the use of Salary Addition Form;
 - b) Temporary reclassification; or

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- c) Transfer to a temporary cover-off position.

POLICY/PROCEDURE REFERENCE

HR.1.2	Compensation policy
HR.1.2.2	Overtime Authorization procedure
HR.1.2.4	Over and Under Payment of Salary procedure

PROCEDURE

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