

administration • reference memo

- keywords:
- **BOARD POLICY**
 - **ADMINISTRATIVE SALARY SCALE**
 - **ADMINISTRATIVE JOB EVALUATION PLAN**

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• **Cross Reference Policy 25 and Policy 35**

The College shall maintain a gender-neutral Administrative Job Evaluation Plan in conformity with the Excluded Compensation Guidelines of the Post-Secondary Employers' Association and the Public Sector Employers' Council.

The current plan is outlined in **Appendix 1**.

The salary maximums (Job Rate) for each administrative level as a percentage of the benchmark salary are given in **Appendix 2**.

There should be a progression to this top step to recognize the hiring of a new, inexperienced administrator. There is also the possibility to recognize exceptional skill by paying up to 15% above the Job Rate for any particular administrator.

The salary benchmark shall be determined by Board motion as required.

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Appendix 1: Administrative Job Evaluation and Compensation Plan

As developed with the assistance of Watson Wyatt with ten other colleges in 1999.

Plan Outline:

Administrative positions are evaluated on the basis of:

Education	11%	
Experience	15%	
Internal contacts and communication		9%
External contacts and communication		9%
Problem solving	12%	
Guidance in decision making		12%
Impact of decisions	12%	
Supervision	10%	
Effort (physical, visual, manual dexterity)		5%
Work Environment	5%	

The evaluation uses a standard questionnaire, involves both the incumbent and their supervisor, and is checked for internal consistency.

Salary scales were determined by grouping the evaluation results (points) into bands and assigning percentages appropriate to the bands.

The benchmark (100%) position for the pay scales is set by the President's benchmark salary as determined by the Board in conformity with PSEA guidelines.

Job classifications reviews may be requested either by individuals or their supervisors. Classification reviews for Policy 25 administrators shall be undertaken by the President in consultation with the Vice President Human Resources and brought to the Board for information. Classification reviews for administrators covered under Policy 35 shall be determined by the Board.

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Appendix 2: Administrative Salary Scale as a percentage of the benchmark salary

<u>Salary Level</u>	<u>Minimum Points</u>	<u>Salary Percentage</u>
A1	890	85
A2	850	80
A3	800	76
A4	700	67
A5	630	62
A6	560	58
A7	490	55

Each salary level shall have five steps, the maximum salary being the percentage as shown above.

Each of the steps shall be 96% of the step above.

Date adopted by the Capilano College Board: November 20, 2001.