

## HR Guidelines: Salary/Wage Upon Hiring

### Purpose

The purpose of these guidelines is to help ensure fairness and equity across the salaries and wages paid to staff at the Mount. This is accomplished through the proper recognition of skills and prior experience upon hiring of new staff members.

### Scope

These guidelines apply to all permanent employees of Mount Saint Vincent University, including members of NSGEU Local 81, IUOE Local 721 (Steam Plant & Custodians), IUOE Local 721 (Security), and Management & Professional Administrators (MPA). The policy does not cover senior executive, externally funded positions, full-time and part-time faculty.

For unionized employees, starting salaries and wages are always assigned in accordance with the provisions of the relevant collective agreement.

### Practice

The starting salary or wage for all employees shall normally be step 1 on the salary table for the appropriate employee group and position level, as determined by the HR Job Evaluation Team. Where circumstances warrant, an employee may be placed at a higher level as per the procedure and criteria outlined in this document to a maximum of step 4. Under no circumstances should an employee be placed at a position level other than that determined by the Job Evaluation Committee.

For internal candidates moving to a new position within the University, placement will be at the step with a corresponding salary closest to, but not below, the employee's current salary.

## **Procedure**

When the hiring manager believes that placement above step 1 for a new employee is warranted, the following procedure shall be followed:

1. The hiring manager consults the Director of Human Resources, who upon reviewing the file shall either endorse or not endorse, the revised salary table placement.
2. If the Director of Human Resources endorses the salary table placement, the hiring manager will send a written request, outlining the criteria for the revised salary table placement, to the Vice-President Administration for approval and copied to Human Resources. When the position is within the Academic Reporting Structure, approval of the Vice-President Academic will also be required.
3. The Vice-President(s), upon reviewing the request and examining the budgetary implications, will either approve or not approve the revised salary table placement. The decision of the Vice-President(s) shall be final.

## **Criteria**

A request to place a new employee above step 1 can be made for the following reasons:

1. The new employee has substantial professional experience directly related to the position.
2. The new employee holds an advanced degree which is directly related to the position.
3. The position requires a market adjustment due to a labour shortage in that discipline.
4. The new employee is currently earning a salary above the minimum for the position and there were no other suitable applicants.

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*Approved by:* Vice President (Administration)

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